

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

6:00 PM

**THURSDAY, MAY 30, 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

Presentation from Auburn Host Lions of a check in the amount of \$231.50 to ARD for movie nights.

Presentation from 49er Lions of a check in the amount of \$231.50 to ARD for movie nights.

Presentation from Lou Anne Lee of Celebration Church of a check in the amount of \$250.00 to the ARD Youth Assistance Fund.

Presentation from Sue Chima from Elm One Stop Liquor of a check in the amount of \$420.00 to the ARD Youth Assistance Fund.

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 April 25, 2019**

Review and approval of Minutes of the Meeting of the Board of Directors from April 25, 2019.

_____ **5.2 Review of Cash Requirements for April, 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 and Approval of Financials for March, 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.

_____ **5.4 Review and Approval of Financials for April, 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.

_____ **5.5 Resolution Number 2019-12, Resolution Approving the Request of \$88.92 to be Paid to ARD and Be Deposited Into the Retirement Fund Account at First Foundation Bank (Standing Finance Committee)**

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

_____ 5.6 **Resolution Number 2019-14, Transfer of Cell Tower Reserves to Future Capital Construction Reserves (Standing Finance Committee)**

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

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 **Atwood Ranch III, Resolution Number 2019-11, Resolution of Intention to Levy Annual Assessment, Preliminarily Accepting Engineer's Report (Acquisition and Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors adopt Resolution Number 2019-11 that would declare the Board's intention to levy the continued assessments for fiscal year 2019-2020, preliminary approval of the Engineer's Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and providing for the notice of a public hearing on June 27, 2019 regarding levying the continued annual assessments for fiscal year 2019-2020?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.0 NEW BUSINESS

8.1 Resolution Number 2019-13, Moving Residual Funds to the Future Capital Construction Fund (Standing Finance Committee)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors adopt Resolution Number 2019-13 transferring Fiscal Year 2018/2019 Surplus/Residual Funds to the Future Capital Construction Fund?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.2 Fee Waiver Request from Auburn Senior Center (Standing Finance Committee)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve a fee waiver for the Auburn Senior Center for the rental of the Regional Park Gymnasium and Lakeside Room for the Senior Health Fair?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.3 Letter Opposing SB 13: Impact Fees on Accessory Dwellings (Program, Personnel, Policy, Fee and Legal Review Committee)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors send a letter opposing SB 13, a bill which would prohibit impact fees on Accessory Dwelling Units (ADUs) smaller than 750 square feet and significantly limits the impact fees that may be charged on larger ADUs? The California Special District Association (CSDA) has put out a call to action to oppose this bill.

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.4 Prohibited Acts and Crime in ARD Parks and Facilities (Program, Personnel, Policy, Fee and Legal Review Committee)

Shall the Auburn Area Recreation and Park District (ARD) review and approve a proposed new policy on prosecuting criminal acts and violations of District Ordinances, Policies?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.5 New Job Description; Temporary Special Project Coordinator (Program, Personnel, Policy, Fee and Legal Review Committee)

Shall the Auburn Area Recreation and Park District (ARD) approve the creation of a new job/job description for a temporary Special Projects Coordinator?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.6 Robert's Rules of Order, Rosenberg's Rules of Order and ARD Policy (Program, Personnel, Policy, Fee and Legal Review Committee)

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on the conduct of business and rules of debate at Board meetings to reference Rosenberg's Rules of Order?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.7 Amending Fiscal Year 2019/2020 Project List Re: James Field Renovation

Shall the Auburn Area Recreation and Park District (ARD) amend the existing 2019/2020 Project List, postponing the James Field renovation for one year?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

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

1. Discussion of naming an ARD facility after Bill and Jenny Jansen – see attachment. (April 25, 2019 ARD Board Meeting).
2. Discussion of Process for Selecting ARD Friend of Recreation (Program, Personnel, Policy, Fee and Legal Review Committee).
3. Discussion of live Webcasts of ARD meetings (Standing Finance Committee).
4. 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**

1. Thank you note from Sight Word Busters.

_____ **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:

5-24-19
Date

9:30 AM.
Time

P. Laram
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FROM APRIL 25, 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, April 25, 2019, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

Present: Chairman Jim Ferris
Director Jim Gray
Director Mike Lynch
Director Scott Holbrook

Board Members

Absent: Director H. Gordon Ainsleigh

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 6:00 p.m. by Chairman Ferris.

(PLEDGE TO THE FLAG)

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Dane Wadle, Public Affairs Field Coordinator for CSDA presented a District Transparency Certificate of Excellence award to the Auburn Area Recreation and Park District.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Holbrook and seconded by Director Ferris to approve the agenda as written with item 9.1 being moved to after the consent calendar.

Roll Call Vote

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

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

Mike Holmes, an Auburn resident gave public comment that he will be going to Washington, DC on May 1, 2019 and will meet with the Bureau of Reclamation regarding obtaining funding from them to repair Maidu Drive.

Mr. Holmes will also be requesting from the State of California to make the Tevis Cup and the Western States Endurance Run the official State of California endurance events.

Peter Clark, 150 Virginia Street, Auburn, California gave public comment thanking the Board of Directors and ARD staff for improving the lives of people. Mr. Clark is interested in the possibility of space over at Railhead Park for people to take their dogs. This item will be discussed at the May, 2019 Acquisition & Development Committee meeting.

Jim Nieto, an Auburn resident gave public comment that there was recently illegal dumping in the lower parking lot of the Canyon View Community Center as well as a homeless person living on the site. He found some metal or brass plaques at the Canyon View site that the homeless person may have stolen to possibly use as a fire shelter. He brought the plaques to the ARD District Office and asked ARD to call law enforcement about the plaques being stolen property. Mr. Nieto himself called the police and was told that this location is under the Sheriff's jurisdiction. He is taking the plaques to the Sheriff's department.

Mr. Nieto believes the bike park will be a negative impact like the skate park and asked the Board to consider the impact this proposed bike park will have on this community.

5.0 CONSENT ITEMS

- 5.1 **Review and Approval of Minutes of the Meeting of the Board of Directors from March 28, 2019**
- 5.2 **Review of Cash Requirements for March, 2019 (Standing Finance Committee)**
- 5.3 **Review and Acceptance of Recreation Park Video Surveillance Cameras (Recreation Building and Pool, Gym and Playground) (Standing Finance Committee)**
- 5.4 **Resolution Number 2019-08, Transfer of City Trust Funds (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to approve the Consent Calendar. Director Gray abstained on item 5.1 and approved items 5.2 through 5.4.

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Absent
Director Gray – Yes – Abstained on item 5.1

Director Holbrook – Yes
Director Lynch – Yes

4 – 0 Motion carries.

Item 9.1 Discussion of Proposal to Restore the DeWitt Theatre and Gym

Public Comment:

Sandra Purcell, an Auburn resident gave public comment that on May 23, 2019 at the Placer County Board of Supervisors meeting, the Board decided the give DeWitt Theatre supporters opposed to the demolition until July 1, 2021 to try to raise funds to resurrect the building. The DeWitt theater supporters would also like to save the gym and swimming pool. They need a community entity to help work together with them and raise some funds. Ms. Purcell asked for the ARD Board’s support in any way they can help.

Mike Holmes gave public comment that the Placer County Theatre is looking for a home. He will be meeting with some people about taking this on. There is a possibility that there may be some grant money to fix up the DeWitt Theatre.

Elinor Petusky gave public comment that she has been working with the County on the DeWitt project for the last five years. There is an opportunity to make a great place for people to use in North Auburn and would like the ARD Board to support this.

Eric Chun, an Auburn resident gave public comment that he supports preserving the history of DeWitt. ARD’s political and verbal support could help save DeWitt. This needs to start now.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

8.1 Resolution Number 2019-09: ARD Bike Park Project – Rejection of Bid

A motion was made by Director Lynch and seconded by Director Holbrook to adopt Resolution Number 2019-09, a Resolution Rejecting the One Bid Received for the ARD Bike Park Project.

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Absent
Director Gray – Yes

Director Holbrook – Yes
Director Lynch – Yes

4 – 0 Motion carries.

8.2 District Administrator Contract Amendment – COLA (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to approve an amendment (Amendment #7) to the District Administrator’s contract for a Cost of Living Adjustment (COLA).

Roll Call Vote

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

4 – 0 Motion carries.

8.3 Resolution Number 2019-10: Nomination for California Association of Recreation and Park Districts (CARPD) Board of Directors

A motion was made by Director Holbrook and seconded by Director Gray to adopt Resolution Number 2019-10: A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Supporting the Nomination of Scott Holbrook for the California Association of Recreation and Park District’s Board of Directors.

Roll Call Vote

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

4 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

Discussion item #1., Discussion of Proposal to Restore the DeWitt Theatre and Gym was moved to after item 5.0, consent items.

2. Discussion of naming an ARD facility after Bill and Jenny Jansen – this item was tabled to the May, 2019 Board of Directors meeting.
3. County Mitigation Fund, current balance \$487,738.

10.0 BRIEF TANNOUNCEMENTS 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

A copy of correspondence from Foothill Quilters was attached in the board packet.

12.0 PUBLIC COMMENT

Sandy Amara, an Auburn resident asked about using goats for clearing the shaded fuel break behind the homes at Vista Del Lago.

13.0 CLOSED SESSION – Closed session began at 7:35 p.m.

14.0 OPEN SESSION – Open session began at 7:40 p.m., there was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:40 p.m. by Chairman Ferris.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
APRIL, 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: \$98,875.92

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	4/1/2019	4/30/2019
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
18264	H0056	Humana Dental Ins. Co	4/1/2019	COMM 1ST	PMCHK00002544	\$2,201.55
18265	T1000	Transamerica Life Insurance	4/1/2019	COMM 1ST	PMCHK00002544	\$440.00
18266	W0044	Wave	4/1/2019	COMM 1ST	PMCHK00002544	\$938.07
18268	K0011	Kaiser Foundation Health Plan,	4/5/2019	COMM 1ST	PMCHK00002546	\$17,695.65
18269	P0029	Placer County Environmental He	4/5/2019	COMM 1ST	PMCHK00002546	\$2,398.00
18270	S1007	Stationary Engineers, Local 39	4/5/2019	COMM 1ST	PMCHK00002546	\$407.60
18271	W0044	Wave	4/5/2019	COMM 1ST	PMCHK00002546	\$956.71
18304	1099-271	Kelpro Security	4/12/2019	COMM 1ST	PMCHK00002548	\$1,176.00
18305	1099-50	Scott Holbrook	4/12/2019	COMM 1ST	PMCHK00002548	\$603.72
18306	A1010	Advantage Marketing and Print	4/12/2019	COMM 1ST	PMCHK00002548	\$82.58
18307	C0104	Campera Propane Service	4/12/2019	COMM 1ST	PMCHK00002548	\$46.00
18308	C0111	Cal.net	4/12/2019	COMM 1ST	PMCHK00002548	\$66.90
18309	C0113	Cooks Portable Toilets & Septi	4/12/2019	COMM 1ST	PMCHK00002548	\$1,680.45
18310	C0120	Capture Technologies	4/12/2019	COMM 1ST	PMCHK00002548	\$1,610.00
18311	D0025	Dawson Oil Company	4/12/2019	COMM 1ST	PMCHK00002548	\$2,912.59
18312	D0066	De Lage Landen Financial Servi	4/12/2019	COMM 1ST	PMCHK00002548	\$332.48
18313	E0008	Ewing Irrigation Products, Inc	4/12/2019	COMM 1ST	PMCHK00002548	\$805.75
18314	G0006	Gold Country Media Publication	4/12/2019	COMM 1ST	PMCHK00002548	\$1,782.88
18315	G0092	Green Valley Security, Inc.	4/12/2019	COMM 1ST	PMCHK00002548	\$766.06
18316	H0002	Harris Industrial Gases	4/12/2019	COMM 1ST	PMCHK00002548	\$180.00
18317	H0061	Horizon	4/12/2019	COMM 1ST	PMCHK00002548	\$916.62
18318	I0010	Inland Business Systems	4/12/2019	COMM 1ST	PMCHK00002548	\$95.33
18319	K0026	Mike Kaveney	4/12/2019	COMM 1ST	PMCHK00002548	\$300.00
18320	M0071	Mission Protection Systems Inc	4/12/2019	COMM 1ST	PMCHK00002548	\$189.00
18321	N0003	Norris Electric, Inc.	4/12/2019	COMM 1ST	PMCHK00002548	\$631.49
18322	N0045	Near U CO2	4/12/2019	COMM 1ST	PMCHK00002548	\$297.06
18323	P0001	Placer Farm Supply	4/12/2019	COMM 1ST	PMCHK00002548	\$176.70
18324	P0007	Pacific Gas & Electric Company	4/12/2019	COMM 1ST	PMCHK00002548	\$156.77
18325	P0023	PG&E	4/12/2019	COMM 1ST	PMCHK00002548	\$96.67
18326	P0058	Pitney Bowes Credit Corporatio	4/12/2019	COMM 1ST	PMCHK00002548	\$221.71
18327	R0073	Riebes Auto Parts	4/12/2019	COMM 1ST	PMCHK00002548	\$135.90
18328	S0009	Sierra Saw Sales And Service	4/12/2019	COMM 1ST	PMCHK00002548	\$101.38
18329	S0145	SCP Pool Distributors LLC	4/12/2019	COMM 1ST	PMCHK00002548	\$877.52
18330	S1003	Sutter Medical Foundation	4/12/2019	COMM 1ST	PMCHK00002548	\$180.00
18331	T0027	Debbie Thomas	4/12/2019	COMM 1ST	PMCHK00002548	\$45.00
18332	TEMPC	Julie Cohodes	4/12/2019	COMM 1ST	PMCHK00002548	\$44.00
18333	TEMPG	Darrell Graham	4/12/2019	COMM 1ST	PMCHK00002548	\$120.00
18334	TEMPM	Jack Melink	4/12/2019	COMM 1ST	PMCHK00002548	\$100.00
18335	V0004	Valley Truck & Tractor Co.	4/12/2019	COMM 1ST	PMCHK00002548	\$2,146.67
18351	S1007	Stationary Engineers, Local 39	4/19/2019	COMM 1ST	PMCHK00002551	\$465.50
18352	1099-103	Terry Masten	4/26/2019	COMM 1ST	PMCHK00002552	\$65.00
18353	1099-117	Juan Aceituno	4/26/2019	COMM 1ST	PMCHK00002552	\$455.00
18354	1099-216	Gerald Harris	4/26/2019	COMM 1ST	PMCHK00002552	\$156.00
18355	1099-243	Phillip Dallas	4/26/2019	COMM 1ST	PMCHK00002552	\$292.50
18356	1099-264	Philip Green	4/26/2019	COMM 1ST	PMCHK00002552	\$65.00
18357	1099-358	Natalia Roberti	4/26/2019	COMM 1ST	PMCHK00002552	\$48.00
18358	1099-5	Daniel Crandall	4/26/2019	COMM 1ST	PMCHK00002552	\$96.60
18359	A0051	Anderson's Sierra Pipe Co.	4/26/2019	COMM 1ST	PMCHK00002552	\$530.02
18360	A0139	Auburn Ford	4/26/2019	COMM 1ST	PMCHK00002552	\$172.19
18361	A1010	Advantage Marketing and Print	4/26/2019	COMM 1ST	PMCHK00002552	\$67.03
18362	B0069	Bidwell Water	4/26/2019	COMM 1ST	PMCHK00002552	\$237.50
18363	C0004	CAPRI	4/26/2019	COMM 1ST	PMCHK00002552	\$27,216.00
18364	C0061	California Computer Services	4/26/2019	COMM 1ST	PMCHK00002552	\$110.00
18365	C0121	Cole Huber LLP	4/26/2019	COMM 1ST	PMCHK00002552	\$432.00
18366	C0130	Cirrus Group LLC	4/26/2019	COMM 1ST	PMCHK00002552	\$501.50
18367	E0027	Eagle Ridge Construction & Roo	4/26/2019	COMM 1ST	PMCHK00002552	\$4,660.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
18368	G0006	Gold Country Media Publication	4/26/2019	COMM 1ST	PMCHK00002552	\$130.00
18369	G0027	Giuliani & Kull - Auburn Inc.	4/26/2019	COMM 1ST	PMCHK00002552	\$1,700.00
18370	G0045	GSSA	4/26/2019	COMM 1ST	PMCHK00002552	\$600.00
18371	G0094	Global Equipment Company Inc.	4/26/2019	COMM 1ST	PMCHK00002552	\$137.93
18372	H0025	Hillyard/Sacramento	4/26/2019	COMM 1ST	PMCHK00002552	\$149.73
18373	H0056	Humana Dental Ins. Co	4/26/2019	COMM 1ST	PMCHK00002552	\$2,201.55
18374	M0077	Mutt Mitt	4/26/2019	COMM 1ST	PMCHK00002552	\$49.77
18375	N0003	Norris Electric, Inc.	4/26/2019	COMM 1ST	PMCHK00002552	\$280.64
18376	N0012	Nevada Irrigation District	4/26/2019	COMM 1ST	PMCHK00002552	\$419.84
18377	P0005	Placer County Water Agency	4/26/2019	COMM 1ST	PMCHK00002552	\$1,459.79
18378	P0007	Pacific Gas & Electric Company	4/26/2019	COMM 1ST	PMCHK00002552	\$1,618.72
18379	P0056	Placer Union High School Distr	4/26/2019	COMM 1ST	PMCHK00002552	\$50.00
18380	R0035	Reliable Auto Glass	4/26/2019	COMM 1ST	PMCHK00002552	\$225.00
18381	R0073	Riebes Auto Parts	4/26/2019	COMM 1ST	PMCHK00002552	\$112.07
18382	S0025	Sierra Pacific Turf Supply, In	4/26/2019	COMM 1ST	PMCHK00002552	\$6,455.00
18383	S0054	Souza's Tire Service	4/26/2019	COMM 1ST	PMCHK00002552	\$48.00
18384	S0067	Superfast Copy	4/26/2019	COMM 1ST	PMCHK00002552	\$77.81
18386	S0161	SWANK Motion Pictures, Inc	4/26/2019	COMM 1ST	PMCHK00002552	\$1,329.00
18387	T0071	TIAA Commercial Finance, Inc.	4/26/2019	COMM 1ST	PMCHK00002552	\$214.68
18388	TEMPB	William Becker	4/26/2019	COMM 1ST	PMCHK00002552	\$35.00
18389	TEMPD	Stafaney de Genova	4/26/2019	COMM 1ST	PMCHK00002552	\$240.00
18390	TEMPL	Daphne Lake	4/26/2019	COMM 1ST	PMCHK00002552	\$35.00
18391	TEMPM	Lorey Moore	4/26/2019	COMM 1ST	PMCHK00002552	\$75.00
18392	TEMPS	Sandy Sleigh	4/26/2019	COMM 1ST	PMCHK00002552	\$15.00
18393	TEMPT	Coleen Tallman	4/26/2019	COMM 1ST	PMCHK00002552	\$135.00
18394	W0001	Walker's Office Supplies, Inc.	4/26/2019	COMM 1ST	PMCHK00002552	\$531.28
18395	W0044	Wave	4/26/2019	COMM 1ST	PMCHK00002552	\$209.85
18396	W0045	Williams, Jesse	4/26/2019	COMM 1ST	PMCHK00002552	\$44.28
18397	S0145	SCP Pool Distributors LLC	4/26/2019	COMM 1ST	PMCHK00002553	\$811.33

Total Checks: 85

Total Amount of Checks: \$98,875.92

SECTION: 5.0

**ITEM: 5.3 REVIEW OF FINANCIALS FOR
MARCH, 2019**

DESCRIPTION:

INFORMATION: SEE ATTACHMENT

STAFF

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

Notations from this month:

- Our final year end results for 2018-2019 reflect \$80,000 that we may transfer to one or two of our reserve funds.
- Budget estimates are based on prior years' performance and projections for the coming year. It is best practice to anticipate slightly low on revenues and on the high end of expenses to prevent unfortunate outcomes during the year.

Revenues -

- Program Revenues were up overall. While Adult softball, for example was estimated at \$5,000 higher than were realized, Youth Services Discovery Clubs revenues averaged \$13,000 over budget, per site. Even though some areas were below budget, more were above budget and resulted in \$93,000 above the projected budget figures.
- Rental Revenue was right on target with \$6,000 above budget. Beggs revenue was above budget, while Regional's C Field rentals were down for the year.
- Miscellaneous Revenue came in \$8,000 over budget, mainly due to the \$5,300 in dividends received by CAPRI, not earned in 2017-2018.
- Interest Revenue produced more than we anticipated at \$16,000 over budget.
- Grants and Donations were over budget by \$20,000, thanks to the Jansen's.
- Tax Revenues, in total were \$121,000 over budget. RDA posting at \$159,000, is a difficult revenue to anticipate.

Expenses –

- Program Expenses were \$12,000 over budget. Most of these added expenses came from Instructor Adult and Youth classes as well as Youth Basketball Expenses.
- Operations & Supplies proved to balance quite nicely, even though we had sizable increases to our fuel expenses, we were able to save on the Activity Guide and Debris Box at Rec.
- Utilities Expenses were over budget by \$25,000. The hardest hit areas were Marsha Skinner Sierra Pool at \$10,000 above budget, followed by Water at Regional Park and Gas/Electric at Regional Community Center. Overall, electric was higher than anticipated; rates increased by 3.1% - 3.5% kWh.
- Maintenance Expense was under by \$18,000, however the fuel reduction charges for Shockley were budgeted to be spent in the 2018-2019 and have not been billed yet. This is a charge that we will see in our new fiscal year instead.
- Wages & Benefits are always difficult to assess due to the fluctuations in employee staff. This year ARD was over budget by \$16,000. Youth Services demanded \$33,000 over budget due to full programs and extra staff needed, while Facilities and Grounds came in \$20,000 under budget due to some higher paid staff leaving and new lower paid staff joining.
- Assets and Capital Improvements are re-negotiated during the year, based on the needs of the District at the time. We were able to pull some assets forward to lighten the hit to the Equipment Reserves in the 2019-2020 budget such as a Pro Force Blower, a Variable Force Diffuser for the Meadow Vista Pump, a Prozymes Pump for Marsha Skinner Sierra Pool and Picnic Tables and benches for Regional Park. The projects that will be moving forward that didn't get completed this year are; The Bike Park, the Path of Travel for the new playground at Regional Park and the New Pump installation at Regional Park.

Appointments to Note for April-May:

- Atwood Budget Meeting
- Contracted with Spoor's Heating and Air Conditioning for a new Tutor Totter HVAC Unit.
- Accepted bids on Customer Service's new copier lease
- City Economic Development Meeting

**Auburn Recreation and Park District
Balance Sheet
As of 3/31/2019**

**** Preliminary ****

ASSETS

Current Assets

Petty Cash	580.00
First Foundation Bank	135,090.80
Placer County Treasurer – General Fund	3,465,960.93
Placer County Treasurer – City Trust	492,653.72
Accounts Receivable – ARD	6,157.06
Accounts Receivable – Friends of ARD (501c3)	0.00
PCOE Youth Services Receivable	17,724.00
Prepaid Expenses	458.22
Prepaid Liability Insurance	18,034.50
Prepaid Workers Comp Insurance	6,661.82

Total Current Assets **\$4,143,321.05**

Fixed Assets

Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,850,618.21
Fixed Assets: Equipment	1,004,471.23
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	391,878.99
Less: Accumulated Depreciation	(9,493,406.19)

Total Fixed Assets **\$7,233,916.32**

TOTAL ASSETS **\$11,377,237.37**

**Auburn Recreation and Park District
Balance Sheet (Continued)
As of 3/31/2019**

**** Preliminary ****

LIABILITIES AND NET POSITON

Current Liabilities

Prepaid Revenue	23,388.61
Liability Insurance Payable	0.00
Gift Certificates	168.00
Compensated Absences	139,469.93
Accounts Payable	0.00
Sales Tax Payable	50.83
Misc Deductions Payable	0.00
Worker's Comp Payable	0.00
Accrued Expenses	14,134.63
Accrued Payroll	128,188.84

Total Current Liabilities **\$305,400.84**

Fund Balances

Investments in Fixed Assets	7,233,916.32
GFB: Youth Assistance Fund	20,203.10
GFB: General Fund Balance	1,366,700.19
GFB: Cell Tower Reserves	122,459.24
RFB: Reserved (City Mitigation)	492,653.72
RFB: Equip Replacement Reserve	822,281.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	672,639.25
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	(4,383.28)
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

Net Position **(276,344.87)**

Total Assets	7,233,916.32
Total Unrestricted Funds GFB	1,509,362.53
Total Reserved Funds	2,437,574.69
Total Designated Funds	167,327.86

TOTAL LIABILITIES AND NET POSITION **\$11,377,237.37**

Auburn Area Recreation and Park District
Balance Sheet
3/31/2019

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	135,090.80
Placer County Treasure-General	3,465,960.93
Placer County Treasurer - City Trust	492,653.72
Accounts Receivable	6,157.06
PCOE Receivables	17,724.00
Prepaid Expenses	458.22
Prepaid Liability Expense	18,034.50
Prepaid Workers Comp Insurance	6,661.82
TOTAL ASSETS	\$4,143,321.05
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	\$23,388.61
Gift Certificates	168.00
Compensated Absenses	139,469.93
Sales Tax Payable	50.83
Accrued Payroll	128,188.84
Accrued Liabilities	14,134.63
Total Current Liabilities	\$305,400.84
<u>Net Position</u>	
General Fund Balance	\$4,114,265.08
Net Profit (Loss)	(276,344.87)
Total Net Postion	\$3,837,920.21
TOTAL LIABILITY AND NET POSITION	\$4,143,321.05

SECTION: 5.0

**ITEM: 5.4 REVIEW OF FINANCIALS FOR
APRIL, 2019**

DESCRIPTION:

INFORMATION: SEE ATTACHMENT

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

Notations from April's Financials:

Revenues -

- Tax Revenues came in \$25,600 above budget.

Expenses –

- Maintenance Expense was over by \$7,000. \$4,600 was spent on roof repairs at Recreation Community Center that was unexpected and \$1,500 was spent for field maintenance on Christian Valley baseball field.

PROFIT & LOSS
19/20 Approved Budget

	Approved Budget FY 19-20	% Of Total	Mid-Yr Revision FY 19-20	% Of Total
Operating Revenues				
Program Revenue	1,254,440	20%	1,254,440	20%
Facility Revenue	178,050	3%	178,050	3%
Misc. Revenue	49,790	1%	49,790	1%
Grants & Donations	11,440	0%	11,440	0%
Interest Income	60,270	1%	60,270	1%
Equipment Reserve Transfers	292,700	5%	292,700	5%
Project Reserve Transfers	807,700	13%	807,700	13%
Tax Revenue	3,233,500	53%	3,233,500	53%
In Kind/Atwood	26,470	0%	26,470	0%
County & City Mitigation Revenue	242,300	4%	242,300	4%
Total Operating Revenue	6,156,660	100.00	6,156,660	100.00

Expenditures

Program Expense	245,940	4%	245,940	4%
Operating & Supplies	390,380	7%	390,380	7%
Utilities Expense	213,290	4%	213,290	4%
Professional Services	64,840	1%	64,840	1%
Building & Grounds Maintenance	486,890	8%	486,890	8%
Property Tax Admin.	60,950	1%	60,950	1%
Wages	2,332,460	39%	2,332,460	39%
Benefits & Payroll Costs	901,850	15%	901,850	15%
Fixed Asset Expense	307,410	5%	307,410	5%
Capital Improvement Projects	995,000	17%	995,000	17%
Debt Services	2,000	0%	2,000	0%
Total Expenditures	6,001,010	100.00	6,001,010	100.00

Net Revenue Over Expenditures	\$ 155,650	2.53	\$ 155,650	2.53
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Annual Contingency Reserve (1-2%)			\$ -	
Annual Equip Replacement Reserve	\$ 50,000		\$ 50,000	
Future Capital Construction Reserve				
Cell Tower Reserves				
ADA Reserve	\$ 5,000		\$ 5,000	
CalPERS unfunded liability reserve	\$ 45,800		\$ 45,800	
TOTAL RESERVE BALANCES				
Net Position	\$ 54,850		\$ 54,850	

2019 April ACTUALS		Last Yr April Actuals		2019 YTD ACTUALS	2019 YTD BUDGET	Last yr YTD ACTUALS
129,750	9%	110,857	8%	129,750	130,770	110,857
55,062	4%	56,226	4%	55,062	56,420	56,226
5,028	0%	4,553	0%	5,028	5,256	4,553
100	0%	-	0%	100	-	-
8,057	1%	7,246	1%	8,057	6,870	7,246
-	0%	-	0%	-	-	-
19,000	1%	35,000	2%	19,000	19,000	35,000
1,249,147	85%	1,186,941	84%	1,249,147	1,222,550	1,186,941
9,626	1%	8,872	1%	9,626	10,580	8,872
-	0%	-	0%	-	-	-
<u>1,475,770</u>	<u>100.0</u>	<u>1,409,695</u>	<u>100.0</u>	<u>1,475,770</u>	<u>1,451,446</u>	<u>1,409,695</u>

9,483	7%	24,733	9%	9,483	9,120	24,733
13,422	9%	14,672	5%	13,422	12,670	14,672
1,241	1%	13,043	5%	1,241	2,625	13,043
1,871	1%	4,437	2%	1,871	1,050	4,437
15,136	11%	6,178	2%	15,136	7,430	6,178
-	0%	-	0%	-	-	-
56,801	40%	64,621	24%	56,801	59,080	64,621
41,586	29%	58,616	21%	41,586	42,360	58,616
-	0%	673	0%	-	-	673
2,213	2%	86,597	32%	2,213	2,300	86,597
-	0%	-	0%	-	-	-
<u>141,753</u>	<u>100%</u>	<u>273,570</u>	<u>100%</u>	<u>141,753</u>	<u>136,635</u>	<u>273,570</u>

\$ 1,334,017

1,136,125

\$1,334,017	\$1,314,811	\$1,136,125
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	Total	Total
\$ -	\$ 450,000	\$ 450,000
\$ 50,000	\$ 872,282	\$ 868,886
	\$ 672,639	\$ 965,971
	\$ 122,459	\$ 122,459
\$ 5,000	\$ 25,032	\$ 75,032
\$ 45,800	\$ 183,200	\$ 137,400
	<u>\$ 2,325,612</u>	<u>\$ 2,619,748</u>

Auburn Area Recreation and Park District
Balance Sheet
4/30/2019

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	164,250.88
Placer County Treasure-General	4,592,827.63
Placer County Treasurer - City Trust	474,508.20
Accounts Receivable	6,362.50
PCOE Receivables	18,648.00
Prepaid Liability Expense	12,023.00
Prepaid Workers Comp Insurance	26,567.92
TOTAL ASSETS	\$5,295,768.13
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	\$39.00
Accounts Payable	3,100.00
Gift Certificates	168.00
Compensated Absenses	139,469.93
Sales Tax Payable	50.83
Total Current Liabilities	\$142,827.76
<u>Net Position</u>	
General Fund Balance	\$3,837,920.21
Net Profit (Loss)	1,315,020.16
Total Net Postion	\$5,152,940.37
TOTAL LIABILITY AND NET POSITION	\$5,295,768.13

**Auburn Recreation and Park District
Balance Sheet
As of 4/30/2019**

ASSETS

Current Assets

Petty Cash	580.00
First Foundation Bank	164,250.88
Placer County Treasurer – General Fund	4,592,827.63
Placer County Treasurer – City Trust	474,508.20
Accounts Receivable – ARD	6,362.50
PCOE Youth Services Receivable	18,648.00
Prepaid Expenses	0.00
Prepaid Liability Insurance	12,023.00
Prepaid Workers Comp Insurance	26,567.92

Total Current Assets **\$5,295,768.13**

Fixed Assets

Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,850,618.21
Fixed Assets: Equipment	1,030,670.42
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	394,092.28
Less: Accumulated Depreciation	(9,493,406.19)

Total Fixed Assets **\$7,262,328.80**

TOTAL ASSETS **\$12,558,096.93**

**Auburn Recreation and Park District
Balance Sheet (Continued)
As of 4/30/2019**

LIABILITIES AND NET POSITON	
Current Liabilities	
Prepaid Revenue	39.00
Liability Insurance Payable	0.00
Gift Certificates	168.00
Compensated Absences	139,469.93
Accounts Payable	3,100.00
Sales Tax Payable	50.83
Misc Deductions Payable	0.00
Worker's Comp Payable	0.00
Accrued Expenses	0.00
Accrued Payroll	0.00
	0.00
Total Current Liabilities	\$142,827.76
 Fund Balances	
Investments in Fixed Assets	7,262,328.80
GFB: Youth Assistance Fund	18,817.60
GFB: General Fund Balance	995,754.18
GFB: Cell Tower Reserves	122,459.24
RFB: Reserved (City Mitigation)	474,508.20
RFB: Equip Replacement Reserve	872,281.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	672,639.25
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	4,948.88
DFB: Atwood – Equipment Repl Fund	5,003.66
DFB: Calpers – Unfunded Liability Fund	183,200.00
DFB: ADA Reserves	25,031.75
DFB: Shockley Maint Fund	0.00
 Net Position	 1,315,020.16
 Total Assets	 7,262,328.80
Total Unrestricted Funds GFB	1,137,031.02
Total Reserved Funds	2,469,429.17
Total Designated Funds	231,460.02
 TOTAL LIABILITIES AND NET POSITION	 <u>\$12,558,096.93</u>

Item 5.5 Cover Sheet for Unclaimed Property Request

Auburn Area Recreation and Park District Finance Committee meeting May, 2019, ARD Board Meeting May, 2019

The Issue: Shall the Auburn Area Recreation and Park District (ARD) request the residual interest on already cashed out shares from Computershare – Principal Financial Group, Inc.?

Background: In 2016 it was determined that ARD had some remaining stock in the Principal Financial Group from investments from a retirement fund in lieu of Social Security that had not been closed out. Joe Fecko researched the stock and was able to finally request a check closing out the small balance that was transferred to ARD's retirement fund at First Foundation Bank. We set up the fund for past employees' that never requested their balances from a past retirement fund. The remaining x-employees were part time or seasonal and have not responded to letters in the past. The fund remains currently at First Foundation Bank and will probably eventually need to be turned over to the state of California should nobody claim their funds.

This residual interest in the amount of \$88.92 (and any accrued interest) is being held by Computershare and is the interest that accrued on the stock leftover after cashing them out.

Requesting these funds requires a Board Resolution giving them the authority to release the check to ARD.

Recommendation for the Finance Committee:

The Finance Committee reviewed and recommended to the Board of Directors approval of Resolution #2019-12, a resolution approving the request of \$88.92 to be paid to ARD and be deposited into the Retirement Fund account at First Foundation Bank.

Financial Impact:

The impact of the recommended option:

\$88.92 (plus any accrued interest) increase to the retirement fund for past employees

Attachments: Notice of unclaimed property notice.

RESOLUTION NUMBER 2019 - 12

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE
REQUEST TO COMPUTERSHARE – PRINCIPAL FINANCIAL GROUP, INC. TO
RELEASE FINAL FUNDS BELONGING TO AUBURN AREA RECREATION AND
PARK DISTRICT'S EMPLOYEES

WHEREAS, in May of 2019, the Auburn Area Recreation & Park District Board of Directors agreed that the funds being held by Computershare and the Principal Financial Group, Inc. should be sent to Auburn Area Recreation and Park District, and;

WHEREAS, the refund check should be deposited into the Retirement Account held at First Foundation Bank, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby agrees to request a check in the amount of \$88.92 and any additional interest accrued from Principal Financial Group, Inc. and Computershare

APPROVED, PASSED, AND ADOPTED ON May 30, 2019 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

James S. Ferris
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board



IMPORTANT NOTICE ENCLOSED

Computershare
PO Box 505000
Louisville, KY 40233-5000
Within USA, US territories & Canada 866-781-1368
Outside USA, US territories & Canada 312-360-5165
www.computershare.com

000810



AUBURN AREA RECREATION & PARK DISTRICT
ATTN STACI DONALDSON
123 RECREATION DR
AUBURN CA 95603-5427

C0000277002



Company: Principal Financial Group, Inc.
State: CA
Property: 0.000000 shares
\$88.92 cash

Date: 17 April 2019

YOUR IMMEDIATE ATTENTION REQUIRED PER CALIFORNIA UNCLAIMED PROPERTY LAWS

Assets in this account are in jeopardy of being transferred to the custody of the above named state (the "State"). It is important to note that many state laws do not consider receiving regular statements and/or electronic transfer of payments to bank accounts to be valid shareholder-initiated activity. Unclaimed property laws of the State mandate that financial institutions and businesses must turn shareholder assets over to their jurisdiction when shareholder-initiated activity, also referred to as "contact", has lapsed after a 3 year period.

Computershare, as record keeper for the above-named company (the "Company"), maintains records for registered shareholders of the Company. These records include the shareholder name, address, securities holdings and history of shareholder-initiated activity. For the above account (which is listed at the top of this page and begins with the letter "C"), our records indicate there has been no recent shareholder-initiated activity during the past 2 years, and/or there are aged, uncashed check(s).

We want to help you protect your assets from being considered unclaimed property as defined by State laws. Please take immediate action to update this account and re-issue any uncashed payments. Contact us via one of the methods below as required by the State. You must contact us within 45 days of the date of the notice.

Telephone: Call us at the phone number listed in the top right corner above and enter your account information into the automated telephone system to update this account and re-issue any uncashed payments.

Internet: Visit us at the website listed above. Upon successful login, this account will be updated and you can re-issue any uncashed payments.

Mail: Sign and date Section A below, and return this notice so that it is received within 45 days of the date of this notice. Any uncashed payments will automatically be re-issued to you. If the holder is deceased, skip Section A and refer to Section B on the back of this notice.

SECTION A: VERIFICATION OF HOLDER

For Individual, Joint and Trust Accounts. Sign and date below.

NOTE: Accounts registered as businesses, corporations and government agencies require additional documentation. Please refer to the back of this notice for signature box and for more information.

Please keep signature within the box

[Signature box]

Date (mm/dd/yyyy)

[Date box]

If the account address has changed, refer to back of the notice.

C0000277002

19 DUE

COR

P F G

AUBURN AREA RECREATION & PARK DISTRICT
ATTN STACI DONALDSON
123 RECREATION DR
AUBURN CA 95603-5427



For Registered Business, Corporation or Government Agency Signature in Capacity. Sign and date below.
Corporate Resolution is required.

Please keep signature within box and include capacity (title)

Date (mm/dd/yyyy)

/ /

In order to verify the authority of the person signing this notice on behalf of the entity, we require a certified corporate resolution naming the officers authorized to conduct financial transactions on behalf of the company. Note that the certifying signature on the corporate resolution may NOT be the same officer requesting the transaction. There are three acceptable types of certified resolutions as follows:

1. An original certification dated within 180 days of the transaction that includes a raised corporate seal of the corporation (if one exists) and signature of the certifying officer.
2. An original certification dated within 180 days of the transaction and, if there is no corporate seal, the resolution must state "NO SEAL" and be signed by the certifying officer, in their capacity, with a Medallion Signature Guarantee by a brokerage firm or financial institution that is a member of a Stock Transfer Association approved Medallion program, such as STAMP, SEMP or MSP.
3. A copy of the original certification dated within 180 days of the transaction certified by a Medallion Guarantee.

SECTION B: DECEASED HOLDER INSTRUCTIONS

To the surviving holder (if a joint account), legal or estate representative:

If the registered holder is deceased, you must call us as soon as possible at the phone number listed on the other side of this notice. Please call within 45 days of the date of this notice; otherwise, these shares/funds will be in jeopardy of being transferred to the custody of the State. Speak with a representative or, if available, use our Automated Telephone System (24 hours a day, 7 days a week) to request a deceased transfer package. Note that the account may contain uncashed checks which should be re-issued. Have this notice available to identify the account when you call.

SECTION C: CHANGE OF ADDRESS NOTIFICATION

COMPLETE THIS SECTION ONLY IF THE ADDRESS ON THE FRONT OF THIS NOTICE HAS CHANGED.

Any uncashed checks associated with this account will be re-issued and mailed to your updated address. Please note that this section should not be completed if the holder is deceased.

Street Number	Street Name	Apt./Unit Number
City/Suburb/Town	State	Zip Code

Frequently Asked Questions

Who is Computershare? – Computershare is the record keeper for the Company. A record keeper is hired by the Company to maintain records of their security owners, which include the name, address, and share/cash balances for the securities held.

How do I claim property that has already been transferred to the custody of the state? – Contact your state's Unclaimed Property Division to place a claim. If your property includes shares of stock it may have been liquidated by the State. Once property has been delivered to certain states, all interest, dividends, income, and gain remain with the State, even if the owner reclaims the property.

I have my dividends reinvested or delivered directly to my bank account. Does that count as "activity" or "contact"? – Some states do not consider your receipt of a statement or the direct deposit of dividend funds as shareholder initiated "activity" or "contact".

How do I avoid having my property transferred to the custody of the state? – The best way to maintain contact is to: 1) respond to this notice, 2) cash your checks timely, 3) access your account at least annually, 4) communicate address changes to Computershare.

21 DUE



Item 5.6 Cover Sheet: Resolution #2019 - 14: Transfer of Cell Tower Reserves to Future Capital Construction Reserves

Auburn Area Recreation and Park District (ARD) May, 2019 Finance committee meeting, May, 2019 Board Meeting

The Issue: Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2019-14, a resolution authorizing the transfer of funds from the Cell Tower Reserves to the Future Capital Construction Reserves.

Background: The Cell Tower Reserves are a balance from the sale of land for the Recreation Park Cell Tower, less the purchase of Solar panels that were purchased for Recreation Community Center.

These reserves were kept as a separate line item on ARD's internal Balance Sheet, however have always been included as part of the Future Capital Construction Reserves included on ARD's Project List Spreadsheets.

Recommendation:

The Finance Committee reviewed and recommended adoption of Resolution #2019-14, a resolution approving the transfer of the Cell Tower Reserves in the amount of \$122,459.24 to the Future Capital Construction Reserves and forwarded it to the Board of Directors for review and adoption.

Attachment: Resolution Number 2019-14

RESOLUTION NUMBER 2019 - 14

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$122,459.24 FROM THE CELL TOWER RESERVES TO THE FUTURE CAPITAL CONSTRUCTION RESERVES

WHEREAS, in May of 2019, the Auburn Area Recreation & Park District Board of Directors agreed that an additional fund separate from Future Capital Construction is not necessary, and;

WHEREAS, both funds are being used to fund major repairs and new construction, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$122,459.24 from the Cell Tower Reserves Account to the Future Capital Construction Reserves.

APPROVED, PASSED, AND ADOPTED ON May 23, 2019 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

James S. Ferris
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

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
May, 2019

- The Regional Park irrigation pump installation is moving along. At this point we are waiting on the pump to arrive.
- Cracks were repaired in the pickleball courts at Regional Park and Meadow Vista Park. These cracks will return within 18 months.
- All of the community meetings for the Prop 68 grant have been completed.
- Manouch and I installed a new, inexpensive TV in the Board Room, allowing for a more interactive experience for all Board meeting attendees.
- A positive funding recommendation for the ramps for the Bike Park (phase 2) was obtained from the Placer County Parks Commission.
- 1,400 pounds of catfish were stocked at the Regional Park pond in a bit of surprise (but a good surprise, to be sure).
- Reclamation is still working on completing an environmental review to allow goat grazing on our managed lands, however I am told it could be a few months before the review is complete.
- A link for donations to several ARD events and projects (Youth Assistance, Bike Park, Wheelchair Swing) is now available on our website.
- The Regional Park disc golf course will be a site for the United States Women's Disc Golf Championships in September, 2020.

Meetings and events attended or scheduled to attend

5/2: City of Auburn Economic Development luncheon
5/2: Prop 68 grant community meeting
5/3: Dave Thompson and Mike Scheele re: James Field renovation
5/3: Prop 68 grant community meeting
5/4: Foothills Brewfest
5/6: Bill Groth re: Winchester Park improvements
5/7: Rotary
5/9: Prop 68 grant community meeting
5/13: Rich Poplin re: hosting United States Women's Disc Golf Championships at Regional Park
5/14: Rotary
5/15: Prop 68 grant community meeting
5/16: Placer County Parks Commission meeting
5/17: Prop 68 grant community meeting
5/20: A&D Committee meeting
5/21: Finance Committee
5/21: Policy Committee
5/21: Rotary
5/24: CARPD Conference
5/28: Rotary
5/28: Party in the Park planning meeting
5/29: Clipper Creek re: charging stations
5/30: Bike Park re-bid job walk
5/31: State of the Community Dinner

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

Notations from April's Financials:

Revenues -

- Tax Revenues came in \$25,600 above budget.

Expenses –

- Maintenance Expense was over by \$7,000. \$4,600 was spent on roof repairs at Recreation Community Center that was unexpected and \$1,500 was spent for field maintenance on Christian Valley baseball field.

Notations from Fiscal Year End 2018-2019:

- Our final year end results reflect \$80,000 that we may transfer to one or two of our reserve funds
- Budget estimates are based on prior years' performance and projections for the coming year. It is best practice to anticipate slightly low on revenues and on the high end of expenses to prevent unfortunate outcomes during the year.

Revenues -

- Program Revenues were up overall. While Adult softball, for example was estimated at \$5,000 higher than were realized, Youth Services Discovery Clubs revenues averaged \$13,000 over budget, per site. Even though some areas were below budget, more were above budget and resulted in \$93,000 above the projected budget figures.
- Rental Revenue was right on target with \$6,000 above budget. Beggs revenue was above budget, while Regional's C Field rentals were down for the year.
- Miscellaneous Revenue came in \$8,000 over budget, mainly due to the \$5,300 in dividends received by CAPRI, not earned in 2017-2018.
- Interest Revenue produced more than we anticipated at \$16,000 over budget.
- Grants and Donations were over budget by \$20,000, thanks to the Jansen's.
- Tax Revenues, in total were \$121,000 over budget. RDA posting at \$159,000, is a difficult revenue to anticipate.

Expenses –

- Program Expenses were \$12,000 over budget. Most of these added expenses came from Instructor Adult and Youth classes as well as Youth Basketball Expenses.
- Operations & Supplies proved to balance quite nicely, even though we had sizable increases to our fuel expenses, we were able to save on the Activity Guide and Debris Box at Rec.
- Utilities Expenses were over budget by \$25,000. The hardest hit areas were Marsha Skinner-Sierra Pool at \$10,000 above budget, followed by Water at Regional Park and Gas/Electric at Regional Community Center. Overall, electric was higher than anticipated; rates increased by 3.1% - 3.5% kWh.
- Maintenance Expense was under by \$18,000, however the fuel reduction charges for Shockley were budgeted to be spent in the 2018-2019 and have not been billed yet. This is a charge that we will see in our new fiscal year instead.

- Wages & Benefits are always difficult to assess due to the fluctuations in employee staff. This year ARD was over budget by \$16,000. Youth Services demanded \$33,000 over budget due to full programs and extra staff needed, while Facilities and Grounds came in \$20,000 under budget due to some higher paid staff leaving and new lower paid staff joining.
- Assets and Capital Improvements are re-negotiated during the year, based on the needs of the District at the time. We were able to pull some assets forward to lighten the hit to the Equipment Reserves in the 2019-2020 budget such as a Pro Force Blower, a Variable Force Diffuser for the Meadow Vista Pump, a Prozymes Pump for Marsha Skinner Sierra Pool and Picnic Tables and benches for Regional Park. The projects that will be moving forward that didn't get completed this year are; The Bike Park, the Path of Travel for the new playground at Regional Park and the New Pump installation at Regional Park.

Appointments to Note for April-May:

- Atwood Budget Meeting
- Contracted with Spoor's Heating and Air Conditioning for a new Tutor Totter HVAC Unit.
- Accepted bids on Customer Service's new copier lease
- City Economic Development Meeting

Jesse Williams

Facilities & Grounds Manager

Report to the Board of Directors

May, 2019

Ashford Park:

- Applied Replenish 8-2-2 fairway carbon-based fertilizer to the Ashley Memorial Dog Park. Replenish 8-2-2 is a powerful combination of non-pasteurized bio active carbon and mineral rich composted poultry liter along with ammonium sulfate. The bio-active compost provides carbon to the soil and allows nitrogen to go through nitrification much more efficiently.

Atwood Park

- Applied Replenish 8-2-2 fairway carbon-based fertilizer to the turf.

Canyon View Community Center

- Replaced the locks on all the dog waste stations to standardize all dog bag dispensers to one key.

Christian Valley Park:

- Applied Replenish 8-2-2 fairway carbon-based fertilizer to the softball field.
- Continued repairing the chain link fencing throughout the park.

Meadow Vista Park

- Serviced the John Deere TX 4x2.

Railhead Park:

- Continued working on the irrigation for Rotarians at Work Day.

Recreation Park:

- Serviced the #30 truck.
- Serviced the Jacobsen Triplex reel mower.
- Serviced the Jacobsen R311 rotary mower.
- Norris Electric installed an outlet for the new fridge in Day Camp Modular #1.
- Applied Replenish 8-2-2 fairway carbon-based fertilizer to Recreation Field and Beggs Field.
- Norris Electric replaced the old two prong plug underneath the counter in the Craft Room with a GFI in order to be code compliant.

Regional Park:

- Serviced the John Deere 1600 wide-area mower.
- Replaced the locks on all the dog waste stations to standardize all dog bag dispensers to one key.
- Applied Replenish 8-2-2 fairway carbon-based fertilizer to A Field, B Field and C Field.

Mike Scheele

Project Manager/Landscape Architect

Report to the Board of Directors

May, 2019

- **ARD Bike Park Project:** April 18th bid opening only yielded one bidder and the bid amount was over double the budget. Bike park design team met and decided to split the project into two phases, revise the drawings as necessary and put it out for re-bid asap. The project now entitled "ARD Bike Park Phase 1" was put out to bid May 9th and bids are scheduled to be opened on Thursday, June 6th. Providing a good bid is received, a special Board meeting will be required to award the project as soon as possible so that construction can start in mid to late June.
- **Regional Park South ADA Access Project:** Design and construction drawings have been revised and have been sent out for preliminary pricing. Project is intended to go out to formal bid in June with July construction.
- **Regional Park Irrigation Pump System Improvements:** The pump concrete pad and electrical line conduits/trenches have been installed and the contractor is now just waiting for the pump to be delivered. Both the District and the contractor have asked the vendor to expedite delivery and push for a June install. Right now delivery is scheduled for July 2nd with install week of July 10th. Late May rains are helping the park turf as the old system is not watering efficiently.
- **24 Acre Project-Statewide Park Development and Community Revitalization Grant Application:** Staff is working with a grant consultant who has assisted with strategy and the community meetings. Grant applications are due August 5, 2019. As of printing, all 5 public meetings have taken place with staff obtaining required input on the current master plan drawing. CEQA Compliance documentation however is due within three months of the Grant Application Deadline. With the significant time and cost associated with a full

CEQA review of a property of this size, staff is considering not applying for this round (1of3) but applying for the second round.

- **James Field Renovation Project:** The construction drawings for the field renovation are underway. Staff met on-site with the consultant/vendor team on 5-15-19 to finalize design decisions and do some value engineering on the field design. The Preliminary Cost Estimate was just received on May 22nd and was well over budget. Staff will likely have the design consultant finish the construction drawings, reducing cost wherever possible and present options to the Board for funding.
- **Rotary Community Work Day Project 2019-Railhead Park Entry and Parking Lot:** The April 27th project went well and the Railhead entryway and parking lot has fresh mulch, new drip irrigation and drought resistant plantings. A significant amount of follow up work was required by in-house staff to insure plants and drip irrigation were installed correctly. Extra bark mulch from the project was distributed in other planters at the park and also at the CVCC parking lot & surrounding areas.
- **Miscellaneous Items:** New memorial bench at Ashford Park, sponsored bench at Regional Park South play area for the Placer County Association of Realtors, ADA improvements and asphalt patching at Recreation Park picnic pavilion, VFD (Variable Frequency Drive) at Meadow Vista irrigation pump, updates of monthly Board reports and A&D Project Activity Reports etc.

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

	4/1/19 - 4/30/19	4/1/18 - 4/30/18
Activity Registrations	\$15,000	\$14,000
Day Care/Discovery payments	\$66,000	\$52,000
Facility payments/reservations	\$35,000	\$23,000

- Reviewed and approved fee waiver requests
- Finance meeting
- Placer High Grad Night-meeting with volunteers
- 4/25-Leadership Auburn Session-Resource and Recreation in Auburn
- Weekly Chamber Ambassador visit
- Canyon Keepers
- Leadership Auburn committee meetings

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

- Meetings attended: ASR (4), SF(2), UKE (1), AARC (2), SCB, VFCAL,
- Making all efforts to staff the Aquatics department with lifeguards. There seems to be a shortage in northern California area.
- Processing and customizing sponsor packets
- Hosted String Fling with the State Theater
- Confirming class details with instructors
- Got summer activity guides – reprinted 1400 copies
- Met with Robalos Parents-developed and implemented a swimmer recruiting drive
- Shopped for Auburn Community Day lunch
- Hosted 100 volunteers for Auburn Community Service Day
- Sat in on ARD Understanding Medicare class
- Met with new owner of Dancing Dog Screening
- Worked Auburn Elementary Scholl Book Fair (Rotary)
- Met with Janis to reconcile String Fling Revenue
- Attended Robalos Time Trials
- Met with prospective instructors: Organization, Folk Dance
- Met with new Sierra College intern

AARC – All American Rib Cookoff, AHF-Auburn 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

<u>May</u>		
30	Board Meeting	CVCC
<u>June</u>		
8	Public Swim Begins	Both Pools
	Robalos Swim Meet	Sierra Pool
10	Swimming Lessons Begin	Both Pools
	Camps Begin	
12	Family Swim Night	Sierra Pool
	Movie in the Park-Spiderman	Recreation Park
21	Party in the Park	Regional Park
27	Board Meeting	CVCC
29	Robalos Swim Meet	Sierra Pool

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

- Four staff reviews for seasonal & yearly staff.
- Auburn Elementary Director presented Discovery Club information along with an art project at their open house.
- Flyers sent to Auburn, Loomis, Foresthill & Newcastle school districts for summer camp.
- T-shirts, food, office supplies, craft supplies, sports equipment, etc. ordered/purchased for summer.
- Interviewing and finalizing new hires for summer staff.
- Interviewing Counselors-in-Training for summer.
- Finalizing staff training materials and schedule for summer.
- Following up on parent registrations and field trip payments, outstanding immunization records.
- Responding to daily calls regarding registration, payments and field trips on the new online system.
- Preschool graduation & pool party May 23.
- Setting up mods, Craft room and Teen center for camp; arranging for seasonal maintenance with Jesse's staff.
- Finance May 22, Board meeting May 30.
- Covering for staff absences and gaps in the schedule.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Jan-19	Rober Foster	Special Olympics of N. CA- Regional Gym	\$463.00	\$240.00	\$234.00	No		
Feb-19	Keith Nesbitt	Auburn Chamber-Using Sierra Room for monthly networking lunches	\$950.00	\$770.00	\$792.00	No	\$3,857.70	\$7,562.92
Feb-19	Sarah Tucker	Placer High Grad Night- Recreation Park Building and pool	\$3,859.00	\$725.00	\$3,859.00	No	\$4,651.00	\$12,213.92
Mar-19	Paula Nannizzi	Placer County HHS- Recreation Park Picnic sites and large Gazebo	\$250.00	\$90.00	\$125.00	No		
Mar-19	Gillian Lofrano	Placer Hills Firefighters Associations-Pioneer Day at MV Park	\$225.00	\$120.00	\$112.50	No		
Mar-19	Pam Wentz	Placer Union High School District- One picnic site at Recreation Park	\$100.00	\$60.00	\$50.00	No		
Apr-19	Christopher Pelkert	Intermation Church of the Foursquare Gospel/Freedom Recovery Church	\$110.00	\$60.00	\$55.00	No	\$287.50	\$12,501.42
Apr-19	Denise DiMicceli	Auburn Senior Center-Regional Gym and Lakeside Room	\$1,980.00	\$120.00	Pending Board Approval	No		
Apr-19	Robin Soares	Skridge PTC-Splash Pool	\$180.00	\$30.00	\$90.00	Yes		
Apr-19	Patty Neifer	Seep Riders of the Sierra- Canyon View Room to hold board meetings	\$156.00	\$60.00	\$140.40	No		
							\$285.40	\$12,786.82

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 Mealting		
May-18	Paula Nannizzi	Placer County HHS- Recovery Happens Picnic Sites at Recreation Park	\$250.00	\$90.00	\$165.00	No	\$380.00	\$380.00
May-18	Sesi Catalano	Western States Trail Foundation-Foothills Room	\$157.50	\$0.00	\$157.50	No		
May-18	Laura Dierasen	Placer Hills Education Foundation Meadow Vista Picnic sites	\$225.00	\$120.00	\$112.50	No		
Jun-18	Jean Hixon	Western States Trail Foundation-Sierra Room	\$202.50	\$0.00	\$202.50	No	\$435.00	\$815.00
Jun-18	Herb Grounds	Feed The Hungry of Auburn-Picnic areas Recreation Park	\$100.00	\$60.00	\$50.00	No		
Jun-18	Chris Peikert	Freedom Church- Picnic 1 & 2 Regional Park	\$100.00	\$60.00	\$50.00	No		
Jul-18	Frida Diaz	Child Advocates of Placer County-Recreation Park Picnic site #1	\$50.00	\$30.00	\$25.00	No	\$402.50	\$1,217.50
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 Renz	Auburn Eck Center/CA Satsang Society- Lakeside Room	\$200.00	\$30.00	\$180.00	No		
Aug-18	Courtney Portlock	American Foundation for Suicide Prevention- Railhead Park fields A and B	\$219.64	\$60.00	\$197.64	No	\$350.00	\$1,567.50
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 FTO-Using Railhead B for a 5K fundraising run	\$140.10	\$60.00	\$112.08	NO		
Sep-19	Barb Webb	Coffax High School Leadership-Using MV Picnic sites CANCELLED	\$255.00	\$90.00		No		
Oct-18	Connie Burns	Auburn Sunset Rotary-Bocca Courts	\$160.00	\$30.00	\$128.00	No	\$112.08	\$2,147.22
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		
Nov-18	Kathy Van Dam	Girl Scouts 49er Service Unit-Sierra Room and Canyon View Room	\$337.50	\$60.00	\$270.00	No	\$508.00	\$2,655.22
Nov-18	Michaela Bunker	Girl Scouts Heart of Central California-Canyon View, Foothills, Sierra, Board & Sunset	\$435.00	\$60 Catid+ \$50 OOD	\$348.00	No		
Dec-18	Christine Pieper	California Native Plant Society-Sunset Room for 1/30 and 1/31	\$480.00	\$60.00	\$432.00	No	\$618.00	\$3,273.22
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		

5/20/2019

VANDALISM REPORT

There was no activity for vandalism for the month of April, 2019.

VANDALISM REPORT					
DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS	
4/5/2019					
3/29/2019	Reg. Pk. - Lakeside room	Vandals broke into men's bathroom	Yuba Safe & Lock no ARD labor costs	\$274.26	
3/29/2019	Regional Park	Regional Park homeless camp clean up	\$65.00	\$126.50	
3/29/2019	Tutor Totter Preschool	Locks broken by vandalism	\$10.00	\$119.07	
		Total labor	\$75.00	Total material	\$1,163.23

3/20/2019

VANDALISM REPORT

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
3/20/2019	NONE	NONE	NONE	NONE

2/20/2019

DATE

LOCATION

2/20/2019

NONE

VANDALISM REPORT

VANDALISM

NONE

LABOR COSTS

NONE

MATERIAL COSTS

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 5/16/19	
PROJECT	EST. COST	NOTES	EST. COMPLETED
RECREATION PARK			
James Ballfield Renovation Project (2019)	250,000.00	The construction drawings for the field renovation are underway. Staff met on-site with the consultant/vendor team on 5-15-19 to finalize design decisions and do some value engineering on the field design. Preliminary cost estimate is expected week of May 20th.	OCTOBER/NOVEMBER 2019
Recreation Park South Parking Lot Accessible Parking Stall Project (2019)	15,000.00	Informal bid results (three quotes) for the project were due on 5-14-19 and only two were received. If late contractor bid is not received asap another contractor may have to be contacted to price out the work.	MAY/JUNE 2019
PLACER HILLS POOL			
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
REGIONAL PARK			
ADA path of travel from parking lot project (2017/2018)	170,000.00	Work now involves paving an asphalt concrete (AC) paving overlay on top of the existing AC path and renovating the existing accessible parking stalls. Design drawings have been revised and will be sent out to contractor for trouble shooting, value engineering and preliminary pricing. Formal bidding to follow.	JUNE/JULY 2019
Irrigation Pump Replacement (2017/2018)	160,000.00	The pump concrete pad and electrical line conduits/trenches have been installed and the contractor is now just waiting for the pump to be delivered. Both the District and the contractor have asked the vendor to expedite delivery and push for a June install. Right now delivery is scheduled for July 2nd with install week of July 10th.	JUNE/JULY 2019
OVERLOOK PARK			

Restroom ADA Upgrades (2018/2019)	35,000.00	Staff planning on hiring consultant to prepare construction documents in the Spring with Summer 2019 bidding and construction.	JUNE/JULY 2019
24 ACRE PROPERTY			
Statewide Park Development and Community Revitalization Program Round 3 (Grant) (2018/2019)	0.00	Staff is working with a grant consultant to obtain monies for the property. A grant requirement includes preparing a timeline for 5 community meetings to take place in the next month or two to re-visit the current master plan for the property and insure that the plan meets current community desires. Grant applications are due August 5, 2019. As of printing, 4 out of 5 public meetings have taken place with staff obtaining required input on the current master plan drawing. CEQA Compliance documentation is due within three months of the Grant Application Deadline.	AUGUST-OCTOBER 2019
CVCC			
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)	320,000.00	April 18th bid opening only yielded one bidder and the bid amount was over double the budget. Bike park design team met and decided to split the project into two phases, revise the drawings as necessary and put it out for re-bid asap. The project now entitled "ARD Bike Park Phase 1" was put out to bid May 9th and bids are scheduled to be opened on Thursday, June 6th. Providing a good bid is received, a special Board meeting will be required to award the project as soon as possible so that construction can start in mid to late June.	JUNE/JULY 2019
Maidu Drive Repair (2018/2019)	25,000.00	The Bureau 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. 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. Staff obtained the additional cost estimates from the paving contractor and forwarded them off to the Bureau. Next steps by the Bureau are currently unknown.	TBD
MEADOW VISTA PARK			
Parking Lot Re-seal/Re-Stripe (2018/2019)	10,000.00	Parking lot maintenance project is planned for Spring 2019.	MARCH 2019
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:	874,000.00		

**Item 7.1 Cover sheet – Resolution 2019-11; Atwood III FY 19/20
Intention to Levy Assessments; Engineer’s Report; Notice of
Hearing**

Auburn Area Recreation and Park District Acquisition and Development Meeting May 2019, Board of Directors Meeting May 30, 2019

THE ISSUE

Shall the Auburn Area Recreation and Park District Board approve Resolution 2019-11 that would declare the Board’s intention to levy the continued assessments for fiscal year 2019-20, preliminary approval of the Engineer’s Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and providing for the notice of a public hearing on June 27, 2019 regarding levying the continued annual assessments for fiscal year 2019-20?

BACKGROUND

In 2004, after gaining property owner ballot support, the benefit assessments were first established to provide funding the installation, maintenance and servicing of landscaping, park and recreation facilities in the Auburn Area Recreation and Park District (Atwood Ranch III).

- **Balloting Conducted:** November-December 2004
- **Ballot Results:** 100.0 % of the weighted returned ballots were in support of the proposed assessment
- **Board Approval of 1st Year Assessment Levies:** Dec. 16, 2004
- **Fiscal Year 2005-06 Approved Rate:** \$148.62 per single family equivalent benefit unit (SFE)
- **Annual CPI:** In each subsequent year, the maximum assessment rate increases by the annual change in the Consumer Price Index, not to exceed 5% per year.
- **Fiscal Year 2018-19 Approved Rate:** \$168.28 per single family equivalent benefit unit (SFE)
- **Fiscal Year 2019-20 Proposed Rate:** \$176.68 per single family equivalent benefit unit (SFE)

SCI has reviewed the Assessment District’s compliance with the recent court decisions such as Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. Downtown Pomona Property, Bonander v. Town of Tiburon, and Golden Hill Neighborhood Association v. City of San Diego. Some enhancements and revisions to the Engineer’s Report have been made to ensure the District’s assessments are fully compliant with these decisions and the requirements of Proposition 218. These revisions do not modify the underlying assessment methodology or basis for the assessments.

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona (Dahms v. Downtown Pomona Property). On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the court upheld an assessment that was 100% special benefit on the rationale that the services funded by

assessments that fund services directly provided within the assessment district and implies greater flexibility for assessments than Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority (2008). As an integral part of the scope of work, SCI will work with District to review the implications of Dahms and other recent or pending court decisions.

PROPOSED FY 2019-20 BUDGET, SERVICES & IMPROVEMENTS

2 Year Profit/loss history

Summary of revenue and cost	FY 2019-20	FY 2018-19
Revenue	\$25,265	\$24,064
Costs:		
Services	\$19,300	\$17,900
Repayment to General Fund	\$3,000	\$4,000
Incidentals	\$4,300	\$3,431

- **Parks maintained:**
 - a. Maintenance of a neighborhood park and tot lot and adjacent former “natural turf” area within the development area known as Atwood Ranch III
- **Other Services:**
 - a. Maintenance of trails in the wetlands preserve area
 - b. Monitoring of 10.69 acres of wetlands preserve area with associated riparian scrub land, seeps, floodplains and drainage areas to a stormwater detention area
 - c. Reporting once yearly to the Army Corps of Engineers, including biology reports and project management reports. (Additional special visits were required during previous fiscal years.)

PROPOSED RATE AND CPI HISTORY

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the “CPI”), with a maximum annual adjustment not to exceed 5%. Any change in the CPI in excess of 5% shall be cumulatively reserved as the “Unused CPI” and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 5%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 5% or 2) the change in the CPI plus any Unused CPI as described above.

Based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2018-19 was \$206.54 per single family equivalent benefit unit. The annual change in the CPI from December 2017 to December 2018 was 4.49%. Therefore, the maximum authorized assessment rate for Fiscal Year 2019-20 has been increased from \$206.54 to \$215.81 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2019-20 at the rate of \$176.68 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate. The total amount of revenues that would be generated by the assessments in fiscal year 2019-20 at the proposed rate of \$176.68 is approximately \$25,265.

Explanation for increased assessment in 2013/2014 and 2014/2015

As evidenced in the profit/loss history for the Auburn Area RPD, costs to provide maintenance within the Assessment District increased significantly in Fiscal Year 2013-14. This escalation in costs was directly related to the increase in labor costs necessary to maintain the park and preserve, and necessitated increases to the assessment rates for Fiscal Years 2013-14 and 2014-15. Specifically, the Auburn Area RPD experienced higher labor costs due to:

- Increased time eliminating weeds in an effort to keep a fire break along the houses that border the preserve.
- Increased costs in removing invasive Himalayan blackberry bushes in the preserve.
- Increased costs eliminating weeds in the preserve. These weeds have increased in size and quantity due to better fuel load reduction management.
- Increased time removing weeds from the landscape areas.
- Increased maintenance time in new landscaped area, mowing turf areas.
- Weed control in new bark areas.
- Removal of invasive tree species.

Explanation for decreased assessment in 2016/17

In Fiscal Year 2015-16 the maintenance costs for the Assessment District were reduced significantly due to the following factors:

- Reduction in maintenance in the nature preserve: per the Management Plan for the nature preserve, the Auburn Area RPD is permitted to mow the property once every five years. The RPD had previously been mowing and string trimming the preserve on an annual basis. Beginning in Fiscal Year 2015-16, the RPD modified that activity to comply with the Plan and began only mowing/trimming a 25' wide strip against all houses. This 25' strip was negotiated with the Placer County Resources Conservation District, the agency that holds the conservation easement on the property. This reduction in mowing/trimming led to reduced maintenance costs.
- Reduction in water use based on California's drought: the RPD irrigates the lawn and adjacent landscaping with potable water. The state mandated reduction has resulted in less water usage.

In addition, because maintenance needs and requirements may fluctuate over time, in accordance with Proposition 218 the assessments may increase in any given fiscal year up to the maximum allowable rate, even following a year in which a lower rate was assessed.

Explanation for fund transfers beginning in 2018/19

In Fiscal Year 2017-18, the Auburn Area RPD undertook a large, unanticipated landscaping project that depleted the District's General Fund. In Fiscal Year 2017-18, the Auburn Area RPD undertook a large, unanticipated landscaping project that depleted the District's General Fund. In Fiscal Year 2018-19, the RPD transferred approximately \$14,600 from the Equipment Replacement Fund into the General Fund to reduce the resulting negative balance. Also, beginning in Fiscal Year 2018-19, the RPD included amounts in the Assessment District budget to be transferred into the General Fund to further reduce the negative balance. In future years, the assessments will continue to replenish the Equipment Replacement Reserve by approximately \$4,000 per year to rebuild it to levels that will be sufficient for its intended purpose by the time the facilities are expected to be in need of replacement. The necessity to repay the funds borrowed from the General Fund is a major factor requiring the assessment rate increase in Fiscal Year 2019-20.

In 2015 the Auburn Area RPD entered into another agreement with the Homeowners' Association to make a one-time contribution of \$2,500 towards further maintenance of the wetlands preserve area, particularly to eliminate issues of stagnant water.

Notification for the hearing on June 27th is done through a public notice in the Auburn Journal.

The following table summarizes the maximum authorized assessment rates and CPI history:

Fiscal Year	Max CPI Allowed	Max Rate allowed
FY 05-06		\$148.62
FY 06-07	1.95%	\$151.51
FY 07-08	3.44%	\$156.73
FY 08-09	3.84%	\$162.74
FY 09-10	0.01%	\$162.76
FY 10-11	2.61%	\$167.01
FY 11-12	1.52%	\$169.55
FY 12-13	2.92%	\$174.50
FY 13-14	2.22%	\$178.37
FY 14-15	2.57%	\$182.96
FY 15-16	2.67%	\$187.84
FY 16-17	3.17%	\$193.80
FY 17-18	3.53%	\$200.64
FY 18-19	2.94%	\$206.54
FY 19-20	4.49%	\$215.81

The following list details the revenues and rates since the first year the assessments were levied.

Fiscal Year	Rate / SFE	Annual Revenues
FY 05-06	\$148.62	\$21,252
FY 06-07	\$148.62	\$21,252
FY 07-08	\$148.62	\$21,252
FY 08-09	\$148.62	\$21,252
FY 09-10	\$148.62	\$21,252
FY 10-11	\$148.62	\$21,252
FY 11-12	\$148.62	\$21,252
FY 12-13	\$148.62	\$21,252
FY 13-14	\$162.72	\$23,269
FY 14-15	\$182.12	\$26,043
FY 15-16	\$182.12	\$26,043
FY 16-17	\$155.10	\$22,179
FY 17-18	\$155.10	\$22,179
FY 18-19	\$168.28	\$24,064
FY 19-20	\$176.68	\$25,265

RECOMMENDATION

It is the recommendation of ARD staff that the Board approve the Resolution #2019-11, a Resolution of Intention to Continue Assessments for Fiscal Year 2019-20, Preliminarily Approving Engineer's Report with the staff recommended budget, and Providing for Notice of Hearing on June 27, 2019 for the Atwood Ranch III Landscaping and Lighting Assessment District.

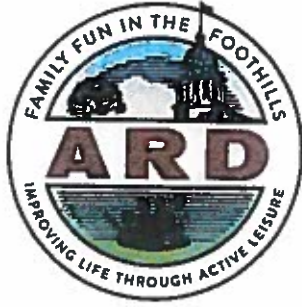
FISCAL IMPACT

The fiscal impacts of the projected budget are spelled out in budget on pages seven through nine of the Engineer's Report.

ATTACHMENTS

Atwood III Landscape and Lighting Engineer's Report for FY 19/20

Resolution # 2019-11, a Resolution of intention to levy assessments for FY 19/20, preliminarily approving engineers report and providing for notice of hearing for the Atwood Ranch III Landscape and Lighting Assessment District.



AUBURN AREA RECREATION & PARK DISTRICT

ATWOOD RANCH III LANDSCAPING AND
LIGHTING ASSESSMENT DISTRICT

ENGINEER'S REPORT

APRIL, 2019

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

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AUBURN AREA RECREATION AND PARK DISTRICT

BOARD OF DIRECTORS

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H. Gordon Ainsleigh, Director
James A. Gray, Director
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CLERK/SECRETARY OF THE BOARD AND TO THE DISTRICT ADMINISTRATOR

Pat Larson

DISTRICT LEGAL COUNSEL

Derek Cole

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SCI Consulting Group
Lead Assessment Engineer, John Bliss, M. Eng., P.E.

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INTRODUCTION

ASSESSMENT BACKGROUND

The Auburn Area Recreation and Park District, Atwood Ranch III Landscaping and Lighting Assessment District (the "Assessment District"), was formed by a mailed ballot proceeding in 2004 to provide funding for the maintenance and improvement of the neighborhood park facilities and wetlands preserve areas adjacent to the properties in the Atwood Ranch III subdivision that forms the Assessment District (the "Improvements"). The Atwood Ranch III subdivision is located south of Atwood Road, generally to the northwest of the intersection of Bean Road and Kemper Road. The subdivision is comprised of 143 single family residences. This Assessment District formation resulted from agreements or conditions of development approval between the Auburn Area Recreation and Park District ("RPD") and the property owner, Morrison Homes, Inc., whereby the RPD and property owner agreed on neighborhood park maintenance to improve the appeal of the community, and maintenance of wetlands preserve areas pursuant to Army Corps of Engineers mandates.

ASSESSMENT PROCESS

In 2004, the Auburn Area Recreation and Park District Board of Directors (the "Board") conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act") and the Landscaping and Lighting Act of 1972. During this ballot proceeding, property owners in the Assessment District were mailed a notice and ballot for the proposed Assessment District. A 45-day period was provided for balloting and a public hearing was conducted on December 16, 2004. After the close of the public input portion of the public hearing, all ballots returned within the 45-day balloting period were tabulated.

The tabulation results determined that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which the ballot was submitted).

As a result, the Board gained the authority to approve the levy of the assessments for fiscal year 2005-06 and to continue to levy them in future years. The initial, maximum assessment rate balloted and established in Fiscal Year 2005-06 was \$148.62 per single family equivalent benefit unit. The levies were submitted to the Placer County Auditor for inclusion on the property tax rolls for fiscal year 2005-06. The assessments may be continued in future years and may be increased in future years by an annual adjustment tied to the Consumer Price Index for the San Francisco Bay Area as of December of each succeeding year, with the maximum annual adjustment not to exceed 5%. Any change in the CPI in excess of 5% shall be cumulatively reserved as the "Unused CPI" and may be used to increase the maximum authorized assessment rate in years in which the CPI is less than 5%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied, adjusted annually by the minimum of 1) 5% or 2) the change in the CPI plus any Unused CPI as described above. Based on the preceding annual

adjustments, the maximum possible assessment rate for Fiscal Year 2018-19 was \$206.54 per single family equivalent benefit unit. The annual change in the CPI from December 2017 to December 2018 was 4.49%. Therefore, the maximum authorized assessment rate for Fiscal Year 2019-20 has been increased from \$206.54 to \$215.81 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2019-20 at the rate of \$176.68 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate.

ENGINEER'S REPORT AND CONTINUATION OF ASSESSMENTS

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board by Resolution No. 2019-03 adopted on February 28th, 2019.

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements and services that would be funded by the proposed 2019-20 assessments, determine the benefits received from the assessments and the method of assessment apportionment to lots and parcels within this area. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "Act") and Article XIII D of the California Constitution (the "Article"). This Report is the detailed Engineer's Report required by the Article and the report required by Section 22565 of the Act.

Following submittal of this Report to the Board for preliminary approval, the Board may, by Resolution, call for the Public Hearing on the continued assessments for park maintenance and improvements. This hearing is scheduled for June 27th, 2019 at 6:00 p.m. After the close of the hearing, the Board may take action to approve the continuation of the assessments for fiscal year 2019-20. If the assessments are so confirmed and approved, the levies will be submitted to the County Auditor/Controller in June 2019 for inclusion on the property tax roll for Fiscal Year 2019-20.

The maintenance of 10.69 acres of wetlands preserve areas was provided by the developer for the first five years after the Assessment District was formed in Fiscal Year 2005-06. Following that time period, the wetlands preserve areas maintenance services were to be provided by the Auburn Area Recreation and Park District. Maintenance of the wetlands preserve areas is now provided by the Auburn Area RPD.

LEGAL ANALYSIS

PROPOSITION 218

This assessment was formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now Article XIII C and XIII D of the California Constitution. Proposition 218 provides for benefit

assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including a property-owner balloting, for the formation and continuation of assessments, and these requirements are satisfied by the process used to establish this assessment.

SILICON VALLEY TAXPAYERS ASSOCIATION, INC. V SANTA CLARA COUNTY OPEN SPACE AUTHORITY

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority ("SVTA vs. SCCOSA"). This ruling is the most significant court case in further legally clarifying the substantive assessment requirements of Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly defined
- Special benefits are directly received by and provide a direct advantage to property in the assessment district

DAHMS V. DOWNTOWN POMONA PROPERTY

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the Court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

BONANDER V. TOWN OF TIBURON

On December 31, 2009, the 1st District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based on in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

BEUTZ V. COUNTY OF RIVERSIDE

On May 26, 2010 the 4th District Court of Appeals issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services was not explicitly calculated, quantified and separated from the special benefits.

GOLDEN HILL NEIGHBORHOOD ASSOCIATION V. CITY OF SAN DIEGO

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

COMPLIANCE WITH CURRENT LAW

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the improvements to be funded are clearly defined; the benefiting property in the Assessment District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Assessment District; and such special benefits provide a direct advantage to property in the Assessment District that is not enjoyed by the public at large or other property. In addition, the improvements are directly available to and will directly benefit property in the Assessment District; and the improvements provide a direct advantage to property in the Assessment District that would not be received in absence of the Assessments.

This Engineer's Report is consistent with *Beutz*, *Dahms* and *Greater Golden Hill* because the Services will directly benefit property in the Assessment District and the general benefits have been explicitly calculated and quantified and excluded from the assessments. Moreover, while *Dahms* could be used as the basis for a finding of 0% general benefits, this Engineer's Report establishes a more conservative measure of general benefits.

The Engineer's Report is consistent with *Bonander* because the Assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.

PLANS & SPECIFICATIONS

Following is a description of the Services that are provided for the benefit of property in the Assessment District. This Assessment District was created as a condition of development for the corresponding developments. Accordingly, prior to these developments, the level of Service in these areas was effectively zero. The formula below describes the relationship between the final level of improvements, the baseline level of service (pre-development) had the assessment not been instituted, and the enhanced level of improvements funded by the assessment.

Final Level of Service	=	Baseline Level of Service (zero, pre-development)	+	Enhanced Level of Service
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The work and improvements ("Improvements") proposed to be undertaken by the Auburn Area Recreation & Park District and the Atwood Ranch III Landscaping and Lighting Assessment District, (the "Assessment District") and the costs thereof paid from the levy of the annual assessments provide special benefit to Assessor Parcels within the Assessment District as defined in the Method of Assessment herein. Consistent with the Landscaping and Lighting Act of 1972, (the "Act") the work and improvements are generally described as follows:

Installation, maintenance and servicing of public improvements, including but not limited to, labor, materials, supplies, utilities and equipment, as applicable, for property within the Assessment District that is owned or maintained by the Auburn Area Recreation & Park District. Any plans and specifications for these improvements will be filed with the District Administrator of the Auburn Area Recreation & Park District and are incorporated herein by reference.

As applied herein, "maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste; the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

"Servicing" means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

FISCAL YEAR 2019-20 ESTIMATE OF COST AND BUDGET

ATWOOD RANCH III LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT**DESCRIPTION OF IMPROVEMENTS**

Within the Assessment District, the existing and proposed improvements are generally described as maintenance of a neighborhood park and tot lot within the development area known as Atwood Ranch III, as well as trails in the wetlands preserve area; irrigation and turf of a small grass area adjacent to the tot lot; monitoring of 10.69 acres of wetlands preserve area (located within the area currently known as Lots B and C) with associated riparian scrub land, seeps, floodplains and drainage areas to a stormwater detention area; and reporting once yearly to the Army Corps of Engineers, including biology reports and project management reports.

FIGURE 1 – ESTIMATE OF COST

Auburn Area Recreation and Park District Atwood Ranch III Landscaping & Lighting Assessment District Estimate of Cost 2019-20		
Beginning Fund Balance, June 30, 2019		(\$1,507.66)
Equipment Replacement Reserve Balance, June 30, 2019 ¹		\$5,003.66
Installation, Maintenance & Servicing Costs		
Maintenance Labor (Incl. Roll-Ups)	\$8,300.00	
Water Costs	\$4,300.00	
Park Improvements (turf, irrigation)	\$2,700.00	
Preserve Monitoring	\$4,000.00	
Repayment to General Fund for Landscape Installation ²	\$3,000.00	
Subtotal - Installation, Maintenance and Servicing		\$22,300.00
Administrative Costs		
County Collection Charges	\$250.00	
Insurance	\$450.00	
Administration Costs	\$3,600.00	
Subtotal - Administration		\$4,300.00
Totals for Installation, Maintenance, Servicing and Administration		<u>\$26,600.00</u>
Total Benefit of Improvements		
		\$26,600.00
Equivalent Dwelling Units (EDU)		143
Benefit Received per Equivalent Dwelling Unit		\$186.01
Less:		
Contribution from Other Sources for General Benefit		<u>(\$1,334.76)</u>
Net Cost of Installation, Maintenance, Servicing and Administration		<u>\$25,265.24</u>
Budget Allocation to Property		
Total Assessment Budget		\$25,265.24
Total Equivalent Dwelling Units		143
Assessment per Equivalent Dwelling Unit		<u>\$176.68</u>

^{1, 2} The item "Equipment Replacement Reserve Balance" refers to funds maintained for future replacement of playground equipment and picnic tables. In Fiscal Year 2017-18, the Auburn Area RPD undertook a large, unanticipated landscaping project that depleted the District's General Fund. In Fiscal Year 2018-19, the RPD transferred approximately \$14,600 from the Equipment Replacement Fund into the General Fund to reduce the resulting negative balance. Also, beginning in Fiscal Year 2018-19, the RPD included amounts in the Assessment District budget to be transferred into the General Fund to further reduce the negative balance. In future years, the assessments will continue to replenish the Equipment Replacement Reserve by approximately \$4,000 per year to rebuild it to levels that will be sufficient for its intended purpose by the time the facilities are expected to be in need of replacement. The necessity to repay the funds borrowed from the General Fund is a major factor requiring the assessment rate increase in Fiscal Year 2019-20.

NOTES:

The maintenance of 10.69 acres of wetlands preserve areas was provided by the developer for the first five years after the Assessment District was formed, beginning in Fiscal Year 2005-06. The wetlands preserve area maintenance is now provided by the Auburn Area RPD.

Beginning in 2012, the Auburn Area RPD, by agreement with the Homeowners' Association, commenced maintenance of additional improvements installed and paid for by the HOA in the former "natural turf" area adjacent to the tot lot, including installation and maintenance of irrigation and turf.

As evidenced in the profit/loss history for the Auburn Area RPD, costs to provide maintenance within the Assessment District increased significantly in Fiscal Year 2013-14. This escalation in costs was directly related to the increase in labor costs necessary to maintain the park and preserve, and necessitated increases to the assessment rates for Fiscal Years 2013-14 and 2014-15. Specifically, the Auburn Area RPD experienced higher labor costs due to:

- Increased time eliminating weeds in an effort to keep a fire break along the houses that border the preserve.
- Increased costs in removing invasive Himalayan blackberry bushes in the preserve.
- Increased costs eliminating weeds in the preserve. These weeds have increased in size and quantity due to better fuel load reduction management.
- Increased time removing weeds from the landscape areas.
- Increased maintenance time in new landscaped area, mowing turf areas.
- Weed control in new bark areas.
- Removal of invasive tree species.

In Fiscal Year 2015-16 the maintenance costs for the Assessment District were reduced significantly due to the following factors:

- Reduction in maintenance in the nature preserve: per the Management Plan for the nature preserve, the Auburn Area RPD is permitted to mow the property once every five years. The RPD had previously been mowing and string trimming the preserve on an annual basis. Beginning in Fiscal Year 2015-16, the RPD modified that activity to comply with the Plan and began only mowing/trimming a 25' wide strip against all houses. This 25' strip was negotiated with the Placer County Resources Conservation District, the agency that holds the conservation easement on the property. This reduction in mowing/trimming led to reduced maintenance costs.
- Reduction in water use based on California's drought: the RPD irrigates the lawn and adjacent landscaping with potable water. The state mandated reduction has resulted in less water usage.

Because maintenance needs and requirements may fluctuate over time, in accordance with Proposition 218 the assessments may increase in any given fiscal year up to the maximum allowable rate, even following a year in which a lower rate was assessed.

In 2015 the Auburn Area RPD entered into another agreement with the Homeowners' Association to make a one-time contribution of \$2,500 towards further maintenance of the wetlands preserve area, particularly to eliminate issues of stagnant water.

METHOD OF APPORTIONMENT

METHOD OF APPORTIONMENT

This section of the Engineer's Report includes an explanation of the benefits to be derived from the installation, maintenance and servicing of neighborhood park improvements and wetlands preserve areas; and the methodology used to apportion the total assessment to properties within the Atwood Ranch III Landscaping and Lighting Assessment District.

The Atwood Ranch III Landscaping and Lighting Assessment District consists of all Assessor Parcels within the boundaries as defined by the Assessment Diagram included within this Report and the Assessor Parcel Numbers listed within the included Assessment Roll. The method used for apportioning the assessments is based upon the proportional special benefits to be derived by the properties in the Atwood Ranch III Landscaping and Lighting Assessment District, over and above general benefits conferred on real property or to the public at large. The apportionment of special benefit is a two-step process: the first step is to identify the types of special benefit arising from the improvements, and the second step is to allocate the assessments to property based on the estimated relative special benefit for each type of property.

DISCUSSION OF BENEFIT

In summary, the assessments can only be levied based on the special benefit to property. This benefit is received by property over and above any general benefits. Moreover, such benefit is not based on any one property owner's use of the Assessment District's neighborhood parks or wetlands preserve areas, or a property owner's specific demographic status. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."

Proposition 218, as codified in Article XIID of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

"No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

The following benefit categories summarize the types of special benefit to residential, commercial, industrial and other lots and parcels resulting from the installation, maintenance and servicing of lighting improvements to be provided with the assessment proceeds. These categories of special benefit are derived from the statutes passed by the California Legislature and other studies which describe the types of special benefit received by

property from maintenance and improvements such as those proposed by the Auburn Area Recreation & Park District and the Atwood Ranch III Landscaping and Lighting Assessment District. These types of special benefit are summarized as follows:

- A. PROXIMITY TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT.
- B. ACCESS TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT.
- C. IMPROVED VIEWS WITHIN THE ASSESSMENT DISTRICT.
- D. EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS.
- E. CREATION OF INDIVIDUAL LOTS FOR RESIDENTIAL USE THAT, IN ABSENCE OF THE ASSESSMENTS, WOULD NOT HAVE BEEN CREATED.

In this case, the recent the SVTA v. SCCOSA decision provides enhanced clarity to the definitions of special benefits to properties in three distinct areas:

- Proximity
- Expanded or improved access
- Views

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel and that indirect or derivative advantages resulting from the overall public benefits from a service or improvement are general benefits. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

The characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district's property values).

Proximity, improved access and views, in addition to the other special benefits listed above further strengthen the basis of these assessments.

BENEFIT FACTORS

The special benefits from the Improvements are further detailed below:

PROXIMITY TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT

Only the specific properties within close proximity to the Improvements are included in the Assessment District. Therefore, property in the Assessment District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Assessment District do not share.

In absence of the assessments, the Improvements would not be provided and the park areas in the Assessment District would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Assessment District, they provide a direct advantage and special benefit to property in the Assessment District.

ACCESS TO IMPROVED PARK AREAS WITHIN THE ASSESSMENT DISTRICT

Since the parcels in the Assessment District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved park areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Assessment District.

IMPROVED VIEWS WITHIN THE ASSESSMENT DISTRICT

The RPD, by maintaining these park areas, provides improved views to properties in the Assessment District. The properties in the Assessment District enjoy close and unique proximity, access and views of the Improvements; therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Assessment District.

EXTENSION OF A PROPERTY'S OUTDOOR AREAS AND GREEN SPACES FOR PROPERTIES WITHIN CLOSE PROXIMITY TO THE IMPROVEMENTS

In large part because it is cost prohibitive to provide large open land areas on property in the Assessment District, the residential and other benefiting properties in the Assessment District do not have large outdoor areas and green spaces. The park areas within the Assessment District provide additional outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

CREATION OF INDIVIDUAL LOTS FOR RESIDENTIAL USE THAT, IN ABSENCE OF THE ASSESSMENTS, WOULD NOT HAVE BEEN CREATED

Typically, the original owner/developer of the property within the Assessment District agreed to the assessments. As parcels were sold, new owners were informed of the assessments through the title reports, and in some cases, through Department of Real Estate "White Paper" reports that the parcels were subject to assessment. Purchase of property was also an "agreement" to pay the assessment. Moreover, in absence of the assessments, the lots within the Assessment District would not have been created. These lots, and the improvements they support, are a special benefit to the property owners.

GENERAL VERSUS SPECIAL BENEFIT

The proceeds from the Atwood Ranch III Landscaping and Lighting Assessment District would be used to fund improvements and increased levels of maintenance to the amenities adjoining the properties in the Assessment District. In absence of the Atwood Ranch III Landscaping and Lighting Assessment District, such improvements would not be provided and the properties would not be subdivided and improved to the same extent. The Assessment District is specifically proposed to provide additional and improved public resources in the Assessment District. The park improvements provided by the Atwood Ranch III Landscaping and Lighting Assessment District increase recreational opportunities to the homes within the Atwood Ranch III development, providing benefit to the development itself and are deemed to be of special benefit. In absence of the assessments, these public resources would not be created and revenues would not be available for their continued maintenance and improvement. Therefore, the assessments solely provide special benefit to property in the Assessment District over and above the general benefits conferred by the general facilities of the Assessment District.

Although these Improvements may be available to the general public at large, the park area within the Assessment District is specifically designed, located and created to provide additional and improved public resources for property inside the Assessment District, and not the public at large. Other properties that are either outside the Assessment District or within the Assessment District and not assessed, do not enjoy the unique proximity, access, views and other special benefit factors described previously. These Improvements are of special benefit to properties located within the Assessment District because they provide a direct advantage to properties in the Assessment District that would not be provided in absence of the Assessments.

There is no widely-accepted or statutory formula for calculating general benefit. General benefits are benefits from improvements or services that are not special in nature, are not "particular and distinct" and are not "over and above" benefits received by other properties. The SVTA vs. SCCOSA decision provides some clarification by indicating that general benefits provide "an indirect, derivative advantage" and are not necessarily proximate to the improvements.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer's Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer's Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments.

Although the analysis used to support these assessments concludes that the benefits are solely special, as described above, consideration is made for the suggestion that a portion of the benefits are general. General benefits cannot be funded by these assessments - the funding must come from other sources.

One measure of general benefits from park and recreation improvements is the percentage of time such park and recreation improvements are used by individuals who are not residents, employees, customers or property owners in the Assessment District. Field surveys conducted by SCI in many other similar communities in California have found that for similar local parks such as those within the Assessment District, typically 5% of the park users do not live or work within the Assessment District. This is a measure of the general benefits to the public at large.

5%	(General Benefit)
+ 95%	(Special Benefit)
= 100%	(Total Benefit)

The maintenance and servicing of these improvements is also partially funded, directly and indirectly from other sources including the Auburn Area Recreation and Park District, and Placer County as well as other public agencies. This funding comes in the form of grants, special programs, and general funds, as well as direct maintenance and servicing of facilities (e.g., curbs, gutters, streets, drainage systems, etc.). This funding from other sources more than compensates for general benefits, if any, received by the properties within the assessment district. The sum total of this contribution exceeds the 5% minimum needed to offset any general benefit, as noted above.

METHOD OF ASSESSMENT

The second step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Equivalent Dwelling Units (EDU). This EDU methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer's Report, all properties are designated an EDU value, which is each property's relative benefit in relation to a single family home on one parcel. In this case, the "benchmark" property is the single family detached dwelling which is one Equivalent Dwelling Unit or one EDU.

ASSESSMENT APPORTIONMENT

The proposed assessments for the Atwood Ranch III Landscaping and Lighting Assessment District would provide direct and special benefit to properties in this Assessment District. Atwood Ranch III is a residential single family development project consisting of 143 single family homes. As such, each residential property receives similar benefit from the proposed improvements. Therefore, the Engineer has determined that the appropriate method of

apportionment of the benefits derived by all parcels is on a dwelling unit basis. All improved properties or properties proposed for development are assigned an EDU factor equal to the number of dwelling units developed or planned for the property. The assessments are listed on the Assessment Roll in Appendix A.

APPEALS AND INTERPRETATION

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the District Administrator or his or her designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the District Administrator or his or her designee will promptly review the appeal and any information provided by the property owner. If the District Administrator or his or her designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the District Administrator or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any property owner who disagrees with the decision of the District Administrator or her or his designee, may refer their appeal to the Board of Directors of the Auburn Area Recreation & Park District and the decision of the Board of Directors of the Auburn Area Recreation & Park District shall be final.

ASSESSMENT

WHEREAS, the Board of Directors of the Auburn Area Recreation & Park District, County of Placer, California, by its Resolution No. 2019-03 adopted on February 28th, 2019, ordered the initiation of proceedings for the continuation of the assessments for the Atwood Ranch III Landscaping and Lighting Assessment District for Fiscal Year 2019-20, pursuant to the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution (collectively "the Act");

WHEREAS, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for the Assessment District and an assessment of the estimated costs of the improvements upon all assessable parcels within the Assessment District, to which Resolution and the description of said proposed improvements therein contained, reference is hereby made for further particulars;

NOW, THEREFORE, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of said Auburn Area Recreation & Park District, hereby make the following assessment to cover the portion of the estimated cost of said improvements, and the costs and expenses incidental thereto to be paid by the Assessment District.

The amount to be paid for said improvements and the expense incidental thereto, to be paid by the Atwood Ranch III Landscaping and Lighting Assessment District for the fiscal year 2019-20, is generally as follows in Figure 2 on the next page.

SUMMARY COST ESTIMATES

**FIGURE 2 - ATWOOD RANCH III LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT SUMMARY
COST ESTIMATES, FISCAL YEAR 2019-20**

	<i>FY 2019-20</i> <u>BUDGET</u>
Park Maintenance & Improvements	\$15,300
Preserve Maintenance and Monitoring	\$4,000
Repayment to General Fund	\$3,000
Incidental Expenses	<u>\$4,300</u>
TOTAL BUDGET	\$26,600
Less:	
Contribution from Other Sources for General Benefit	(\$1,335)
NET AMOUNT TO ASSESSMENTS	<u>\$25,265</u>

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Atwood Ranch III Landscaping and Lighting Assessment District. The distinctive number of each parcel or lot of land in the said Atwood Ranch III Landscaping and Lighting Assessment District is its Assessor Parcel Number appearing on the Assessment Roll.

And I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within the Atwood Ranch III Landscaping and Lighting Assessment District, in accordance with the special benefits to be received by each parcel or lot from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessments are made upon the parcels or lots of land within the Atwood Ranch III Landscaping and Lighting Assessment District, in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 5%. Any change in the CPI in excess of 5% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 5%. The maximum

authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 5% or 2) the change in the CPI plus any Unused CPI as described above.

Property owners in the Assessment District, in an assessment ballot proceeding, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule, so the assessment may continue to be levied annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

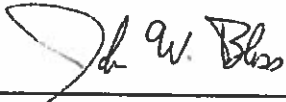
Based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2018-19 was \$206.54 per single family equivalent benefit unit. The annual change in the CPI from December 2017 to December 2018 was 4.49%. Therefore, the maximum authorized assessment rate for Fiscal Year 2019-20 has been increased from \$206.54 to \$215.81 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2019-20 at the rate of \$176.68 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Placer for the fiscal year 2019-20. For a more particular description of said property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2019-20 for each parcel or lot of land within the said Atwood Ranch III Landscaping and Lighting Assessment District.

Dated: May 2, 2019

Engineer of Work

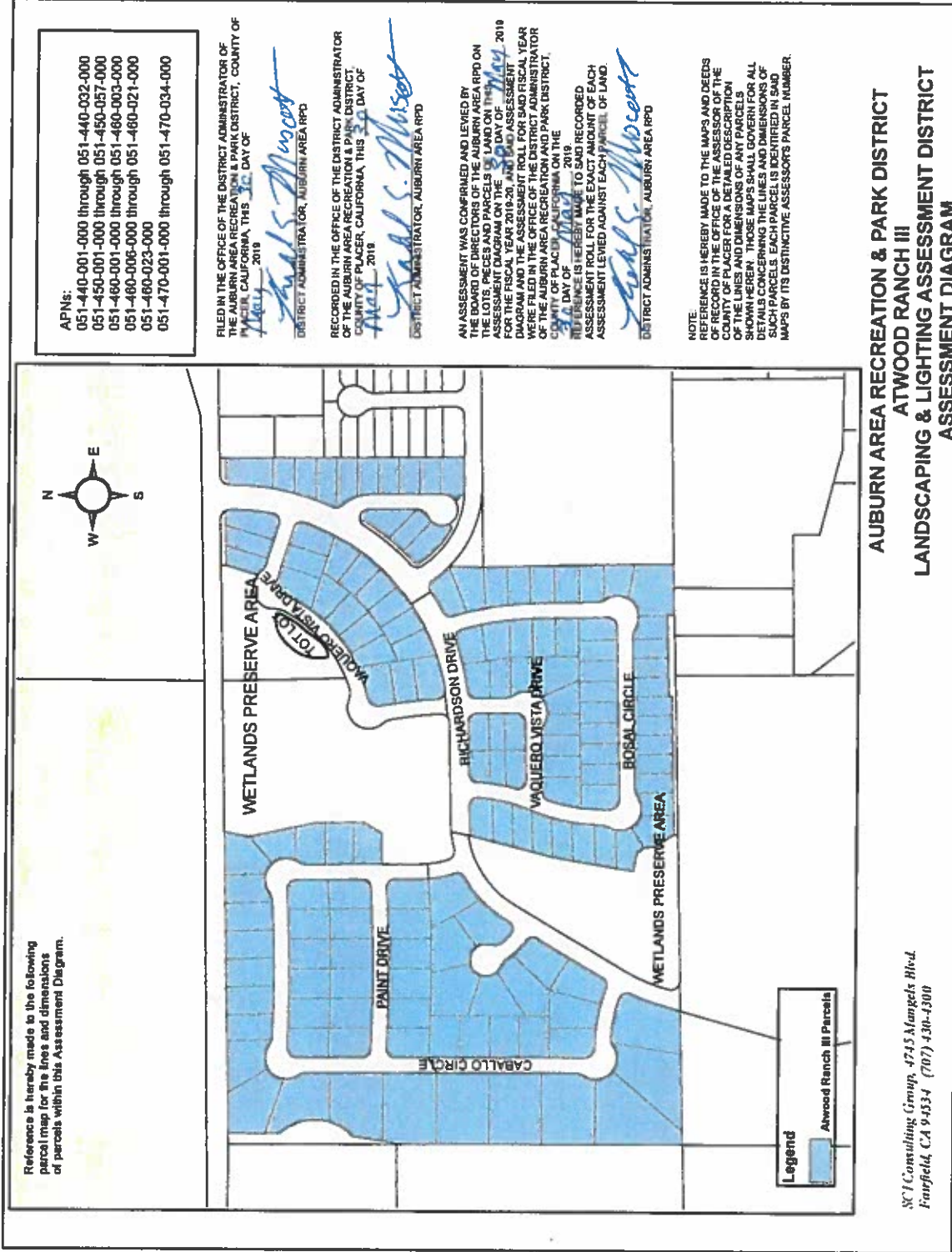
By 

John W. Bliss, License No. C52091



ASSESSMENT DIAGRAM

The boundaries of the Atwood Ranch III Landscaping and Lighting Assessment District are displayed on the following Assessment Diagram.



AUBURN AREA RECREATION & PARK DISTRICT
ATWOOD RANCH III
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
ASSESSMENT DIAGRAM

SCI Consulting Group, 4745 Mangata Blvd.
Fairfield, CA 94534 (707) 430-4300

AUBURN AREA RECREATION & PARK DISTRICT
ATWOOD RANCH III ASSESSMENT DISTRICT
ENGINEER'S REPORT, FY 2019-20



APPENDIX A – ASSESSMENT ROLL, FY 2019-20

The Assessment Roll (a listing of all parcels assessed within the Atwood Ranch III Landscaping and Lighting Assessment District, and the amount of the assessments) will be filed with the Clerk of the Board and is, by reference, made part of this report and is available for public inspection during normal office hours.

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

**AUBURN AREA RECREATION AND PARK DISTRICT
Atwood Ranch III Landscaping and Lighting Assessment District
Assessment Roll 2019-20
Sorted by Assessor's Parcel Number Order**

Assessment Number & Assessor					Assessment Number & Assessor				
Parcel Number	Owner Name(s)	Site Address	SFE	Assmnt	Parcel Number	Owner Name(s)	Site Address	SFE	Assmnt
051440001	KUNKEL KIMERLY A	11355 SPUR	1.00	176.68	051450028	AYERB LARRY &	11210 BOSAL	1.00	176.68
051440002	BAILEY DEBORAH E	11345 SPUR	1.00	176.68	051450027	CONDY BEVERLY R	11206 BOSAL	1.00	176.68
051440003	GREENE MICHAEL D &	11335 SPUR	1.00	176.68	051450028	SEISA CUSTODIO &	11200 BOSAL	1.00	176.68
051440004	CRAG INC	11325 SPUR	1.00	176.68	051450029	TAYLOR DEBBIE E	11201 BOSAL	1.00	176.68
051440005	SHEPARD JEREMY ET	11315 SPUR	1.00	176.68	051450030	PLATZ LISELOTTE TR	11205 BOSAL	1.00	176.68
051440006	LEEP KENNETH &	11305 SPUR	1.00	176.68	051450031	GARLICK SHARON &	11209 BOSAL	1.00	176.68
051440007	MCGOURTY DANIEL	2678	1.00	176.68	051450032	SCOTT KEVIN A &	2570 VAQUERO	1.00	176.68
051440008	CROSBY DAVID E &	2684	1.00	176.68	051450033	MADSEN GERAM &	2566 VAQUERO	1.00	176.68
051440009	RAMIREZ JOSE CRUZ	2690	1.00	176.68	051450034	SMITH DEBRA A TR	2560 VAQUERO	1.00	176.68
051440010	AYALA RAQUEL &	2696	1.00	176.68	051450035	BARNTHOUSE JUSTIN	2565 VAQUERO	1.00	176.68
051440011	JONES BRENDA L	2500 VAQUERO	1.00	176.68	051450036	MOHS GREG & MOHS	2569 VAQUERO	1.00	176.68
051440012	WATSON JUANITA E &	2506 VAQUERO	1.00	176.68	051450037	MCDONALD MICHAEL	2573 VAQUERO	1.00	176.68
051440013	BOVE JOSHUA E &	2510 VAQUERO	1.00	176.68	051450038	NELSON DAVID R &	2579 VAQUERO	1.00	176.68
051440014	SCHULZ ZACHARY	2509 VAQUERO	1.00	176.68	051450039	COOK KEVIN	2583 VAQUERO	1.00	176.68
051440015	KJER VIRGINIA M TR	2505 VAQUERO	1.00	176.68	051450040	RING KEVIN P & RING	2587 VAQUERO	1.00	176.68
051440018	JENSEN CHARLES E &	2501 VAQUERO	1.00	176.68	051450041	WORTON JEFF &	2591 VAQUERO	1.00	176.68
051440017	RODGERS SHANE C	11320 SPUR	1.00	176.68	051450042	GEORGE ADAM DAVID	2595 VAQUERO	1.00	176.68
051440018	FRANKLIN PEGGY J	11340 SPUR	1.00	176.68	051450043	PRICE JERRITT D &	2599 VAQUERO	1.00	176.68
051440019	JONES BRENTON &	11350 SPUR	1.00	176.68	051450044	BUCKMEYER ROBERT	11245 BOSAL	1.00	176.68
051440020	HENRIQUES CARLENE	2673	1.00	176.68	051450045	FEIN MARY HELEN TR	11251 BOSAL	1.00	176.68
051440021	KELLY FRANK LIND &	2687	1.00	176.68	051450046	GETZ CHRISTINE D &	11259 BOSAL	1.00	176.68
051440022	SPAIN-TRUBIA JUDY	2681	1.00	176.68	051450047	CULWELL CLARENCE	11261 BOSAL	1.00	176.68
051440023	REXUS JAMES N JR &	2655	1.00	176.68	051450048	BRINK SCOTT	11289 BOSAL	1.00	176.68
051440024	ANDERSON DONALD	2649	1.00	176.68	051450049	GARCIA WILLIAM R TR	11271 BOSAL	1.00	176.68
051440025	BALOTE MAUREEN	2643	1.00	176.68	051450050	SINGH BHUPINDER	11279 BOSAL	1.00	176.68
051440026	BROXTERMAN	2538 VAQUERO	1.00	176.68	051450051	KOENIG CARL	11285 BOSAL	1.00	176.68
051440027	ALBERTAZZI	2535 VAQUERO	1.00	176.68	051450052	GONZALEZ ANNER	11289 BOSAL	1.00	176.68
051440028	GREENHALGH	2531 VAQUERO	1.00	176.68	051450053	DAVISON SHAWN W	11309 BOSAL	1.00	176.68
051440029	HUCKINS CHARLES E	2525 VAQUERO	1.00	176.68	051450054	SHERMAN STEPHEN	11313 BOSAL	1.00	176.68
051440030	HIRSCH WILLIAM E &	2527 VAQUERO	1.00	176.68	051450055	FEIN MARY HELEN TR	11319 BOSAL	1.00	176.68
051440031	SKRABER GEOFFREY	2519 VAQUERO	1.00	176.68	051450056	WATSON MASON &	11323 BOSAL	1.00	176.68
051440032	TORPY JAN & TORPY	2515 VAQUERO	1.00	176.68	051450057	DURR BRYAN J &	11333 BOSAL	1.00	176.68
051450001	HARRIS MICHAEL &	11336 BOSAL	1.00	176.68	051450059	AUBURN UNION		0.00	0.00
051450002	MORGAN JEFFREY H	11330 BOSAL	1.00	176.68	051460001	STILLMAN JANET M &	11029 CABALLO	1.00	176.68
051450003	MAY HAYDEN E	11326 BOSAL	1.00	176.68	051460002	JOHNSRUD MATTHEW	11023 CABALLO	1.00	176.68
051450004	DILGER MATTHEW &	11322 BOSAL	1.00	176.68	051460003	AYERS LARRY DALE	11017 CABALLO	1.00	176.68
051450005	KEMPAIN CLAYTON	11316 BOSAL	1.00	176.68	051460008	TAYLOR SUSAN A	11003 CABALLO	1.00	176.68
051450008	BRANSON JANA M &	11310 BOSAL	1.00	176.68	051460007	WERTTZ RICHARD S	11000 CABALLO	1.00	176.68
051450007	HATASHITA JASON D	11308 BOSAL	1.00	176.68	051460008	CEHAN E GREGORY &	11004 CABALLO	1.00	176.68
051450008	NEWMAN-BARRERA	11300 BOSAL	1.00	176.68	051460009	BOBZIEN TIMOTHY JR	11008 CABALLO	1.00	176.68
051450009	COLLOM CRAIG D &	11296 BOSAL	1.00	176.68	051460010	PARSON RUSSELL	11020 CABALLO	1.00	176.68
051450010	AVELAR LAURA &	11290 BOSAL	1.00	176.68	051460011	ELLIS RICHARD E &	11024 CABALLO	1.00	176.68
051450011	WILLIAMS ELIZABETH	11286 BOSAL	1.00	176.68	051460012	LANNING DAVID &	11028 CABALLO	1.00	176.68
051450012	RAMIREZ CHRISTINE	11280 BOSAL	1.00	176.68	051460013	MOORE GAVIN &	11032 CABALLO	1.00	176.68
051450013	HINSHAW DAVID M TR	11276 BOSAL	1.00	176.68	051460014	EVANS DONALD &	11100 CABALLO	1.00	176.68
051450014	PLATT DAVID V &	11270 BOSAL	1.00	176.68	051460015	CLIFTON SCOTT &	2810 ORBECK	1.00	176.68
051450015	NISSAN FRANK J JR	11266 BOSAL	1.00	176.68	051460016	MELICK ANN	2820 ORBECK	1.00	176.68
051450016	MITCHELL KATHLEEN	11260 BOSAL	1.00	176.68	051460017	FEATHERSTON	2830 ORBECK	1.00	176.68
051450017	DONOVAN CAROLE	11256 BOSAL	1.00	176.68	051460018	SHARP GLEN &	2825 ORBECK	1.00	176.68
051450018	PERILLOUX BRUCE E	11250 BOSAL	1.00	176.68	051460019	BORGES KRISTEN A	2815 ORBECK	1.00	176.68
051450019	BARRY SCOTT	11246 BOSAL	1.00	176.68	051460020	KEARNS KEN &	2805 ORBECK	1.00	176.68
051450020	STORMENT RALPH L	11240 BOSAL	1.00	176.68	051460021	HUMPHREY LORI E TR	11013 CABALLO	1.00	176.68
051450021	MUNKHBAT TSOLMON	11236 BOSAL	1.00	176.68	051460023	RANKIN JOANNE &	11009 CABALLO	1.00	176.68
051450022	JOHL RAVINDER &	11230 BOSAL	1.00	176.68	051470001	YETKA NELLIE	11095 CABALLO	1.00	176.68
051450023	MALIG JOCELYN N	11226 BOSAL	1.00	176.68	051470002	SALVATION ARMY A	11091 CABALLO	1.00	176.68
051450024	BAFETA GARY C TR	11220 BOSAL	1.00	176.68	051470003	PICAMAN JERRY A &	11087 CABALLO	1.00	176.68
051450025	MARSHALL LORETTA	11216 BOSAL	1.00	176.68	051470004	FONTES SYLVIA ANN	11083 CABALLO	1.00	176.68

RESOLUTION NO. 2019-11
A RESOLUTION OF INTENTION TO CONTINUE ASSESSMENTS
FOR FISCAL YEAR 2019-20, PRELIMINARILY APPROVING
ENGINEER'S REPORT, AND PROVIDING FOR NOTICE OF HEARING
FOR THE AUBURN AREA RECREATION AND PARK DISTRICT, ATWOOD RANCH III
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

WHEREAS, on January 27th, 2005, by its Resolution No. 2005-01, after receiving a weighted majority of 100% of ballots in support of the proposed assessment, this Board ordered the formation of and levied the first assessment within the Atwood Ranch III Landscaping and Lighting Assessment District of the Auburn Area Recreation and Park District (the "District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

WHEREAS, the first Engineer's Report for Fiscal Year 2005-06 described how the assessment district would be established, determined the uses of the assessment funds, established the methodology by which the assessments would be applied to properties in the District, established that the assessment is subject to an annual adjustment tied to the annual change in the Consumer Price Index for the San Francisco Bay Area, and stated that the assessment would continue year-to-year until terminated by the District Board of Directors; and

WHEREAS, although the methodology by which the assessments are applied to properties in the District does not change from year to year, a new Engineer's Report is prepared each year in order to establish the CPI adjustment for that year; the new maximum authorized assessment rate for that year; the budget for that year; and the amount to be charged to each parcel in the District that year, subject to that year's assessment rate and any changes in the attributes of the properties in the District, including but not limited to use changes, parcel subdivisions, and/or parcel consolidations; and

WHEREAS, by Resolution No. 2019-03, the Board ordered the preparation of an Engineer's Report for the Atwood Ranch III Landscaping and Lighting Assessment District (the "District") for fiscal year 2019-20; and

WHEREAS, pursuant to said Resolution, the Engineer's Report was prepared by SCI Consulting Group, Engineer of Work, in accordance with 22565, *et. seq.*, of the Streets and Highways Code (the "Report") and Article XIID of the California Constitution; The Report has been made, filed with the Clerk of the Board and duly considered by the Board and is hereby deemed sufficient and preliminarily approved. The Report shall stand as the Engineer's Report for all subsequent proceedings under and pursuant to the foregoing resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Auburn Area Recreation and Park District, (the "Board"), State of California, that it is the intention of this Board to continue and to collect assessments within the District for fiscal year 2019-20. It is proposed that Atwood Ranch III Landscaping and Lighting Assessment District undertake the following improvements: installation, maintenance and servicing of public facilities. Installation will include

but not be limited to, playground equipment, irrigation and sprinkler systems, landscaping, turf, park grounds, park facilities, landscape corridors, trails, ponds, wetlands preserve areas, fencing, piers, signage, benches, tables, and all necessary appurtenances, and labor, materials, supplies, utilities and equipment, as applicable, for property owned or maintained by the Auburn Area Recreation and Park District. Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health and beauty of landscaping; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti, and monitoring of wetlands preserve areas. Servicing means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

BE IT FURTHER RESOLVED that the assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 5%. Any change in the CPI in excess of 5% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 5%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 5%, or 2) the change in the CPI plus any Unused CPI as described above.

BE IT FURTHER RESOLVED that property owners in the Assessment District, in an assessment ballot proceeding, approved the initial fiscal year benefit assessment for special benefits to their property including the CPI adjustment schedule. Therefore, the assessment may be continued annually and may be adjusted by up to the maximum annual CPI adjustment without any additional assessment ballot proceeding. In the event that in future years the assessments are levied at a rate less than the maximum authorized assessment rate, the assessment rate in a subsequent year may be increased up to the maximum authorized assessment rate without any additional assessment ballot proceeding.

BE IT FURTHER RESOLVED that based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2018-19 was \$206.54 per single family equivalent benefit unit. The annual change in the CPI from December 2017 to December 2018 was 4.49%. Therefore, the maximum authorized assessment rate for Fiscal Year 2019-20 has been increased from \$206.54 to \$215.81 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2019-20 at the rate of \$176.68 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate.

BE IT FURTHER RESOLVED, by the Governing Board of the Auburn Area Recreation and Park District that a Public Hearing shall be held on June 27th, 2019 at 6:00 p.m. at Board Room of the District Office, 471 Maidu Drive, Auburn, CA to consider the ordering of the improvements and the continuation of the proposed assessments. Prior to the conclusion of the hearing, any interested person may file a written protest with the Board, or, having previously filed a protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection. A protest by a property owner shall contain a description sufficient to identify the property owned by such owner. Such protest or withdrawal of protest should be mailed to Auburn Recreation and

Park District, 471 Maidu Drive, Auburn, CA 95603-5723. Notice of the hearing is to be given by publishing a notice once, at least ten (10) days prior to the date of the hearing above specified, in a newspaper circulated in the Auburn Area Recreation and Park District.

DULY AND REGULARLY ADOPTED by the Governing Board of the Auburn Area Recreation and Park District this 30th day of May, 2019 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kahl Muscott
District Administrator

Jim Ferris
Chair, Board of Directors