

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

6:00 PM

WEDNESDAY, OCTOBER 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 are 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 of employee of the month by Facilities & Grounds Manager Jesse Williams to Senior Park Worker Chris McCaughna.

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 Board of Directors Meeting from September 26, 2019 and Minutes of the Special Meeting of the Board of Directors from October 1, 2019**

Review and Approval of Minutes of the Board of Directors Meeting from September 26, 2019 and Minutes of the Special Meeting of the Board of Directors from October 1, 2019

_____ **5.2 Review of Cash Requirements for September, 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 September, 2019 (Standing Finance Committee)**

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

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

_____ 7.0 UNFINISHED BUSINESS

7.1 **New Memo of Understanding Between ARD and the City of Auburn (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) _____?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

7.2 **Amending 2019/2020 Project List (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) amend the existing 2019/2020 Project List to coincide with the FY 2019/2020 Budget Revision?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

7.3 **Mid-Year Update of Obsolescence List (Standing Finance Meeting)**

Shall the Auburn Area Recreation and Park District (ARD) approve the updated 5-Year Obsolescence List?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

7.4 Final Mid-Year Budget Revision for Fiscal Year 2019/2020 (Standing Finance Meeting)

Shall the Auburn Area Recreation and Park District (ARD) approve the Mid-Year 2019/2020 revised budget and adopt Resolution Number 2019-28?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ **8.0 NEW BUSINESS**

8.1 CalPERS Change in ARD's Medical Benefit Contributions (Program, Personnel, Policy, Fee & Legal Review Committee)

Shall the Auburn Area Recreation and Park District (ARD) approve changes to Personnel Policy for an increase in District contributions for the CalPERS medical insurance for non-union employee benefits?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.2 Claim Against ARD – Fall at CVCC

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for a fall taken at the Canyon View Community Center?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

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

1. Proposed Board and Committee Meeting Schedule for November and December, 2019 – see attachments.
2. Review of last five years of volunteer hours – Standing Finance Committee – see attachment.

3. County Mitigation Fund, current balance \$487,738.

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

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

_____ **11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

_____ **12.0 PUBLIC COMMENT** 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:

10-25-19
Date

9:10 AM
Time

T. Larson
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING FROM SEPTEMBER 26, 2019 AND MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS FROM OCTOBER 1, 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, September 26, 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
Director H. Gordon Ainsleigh

Board Members

Absent: None.

Staff Present:

Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Jesse Williams, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Sheryl Petersen, Recreation Services Manager
Mark Brunner, 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

A presentation of employee of the month was given to Park Worker Jonathan Laymon by Facilities & Grounds Manager Jesse Williams.

A slide presentation was given by District Administrator Kahl Muscott regarding Recreation Services Manager Sheryl Petersen's upcoming retirement. Members of the Board of Directors voiced their appreciation to Sheryl Petersen for all of her hard work and years of service to the Auburn Recreation District.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Lynch and seconded by Director Gray to move items 8.1 and 8.6 to before the Consent Calendar.

Roll Call Vote

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

4 – 1 Motion carries.

A motion was made by Director Lynch and seconded by Director Gray to approve the agenda as amended moving items 8.1 and 8.6 to before the Consent Calendar.

Roll Call Vote

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

4 – 1 Motion carries.

4.0 PUBLIC COMMENT

An Auburn, California resident named Daniel gave public comment regarding the flushing devices in the ARD bathrooms. They need to be fixed using different flushing devices so children can flush the toilets because the current devices are too hard for children to use. He also thinks baskets should be installed under the sinks for the trash. This item was previously discussed at the Acquisition & Development Committee in September, 2019 and has been referred back to the Acquisition & Development Committee for further consideration.

8.0 NEW BUSINESS

8.2 Resolution Number 2019-26; Purchase of a new Toro Reelmaster Lawn Mower (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to adopt Resolution Number 2019-26, Purchase of a new Toro Reelmaster Lawn Mower.

Roll Call Vote

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

5 - 0 Motion carries.

8.3 Amending 2019/2020 Project List

A motion was made by Director Holbrook and seconded by Director Gray to approve the amendment of the 2019/2020 Project List.

Roll Call Vote

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

5 - 0 Motion carries.

8.4 Obsolescence List (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to approve the updated 5-Year Obsolescence List.

Roll Call Vote

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

5 - 0 Motion carries.

**Auburn Area Recreation and Park District
Minutes of the Special Meeting of the Board of Directors
Tuesday, October 1, 2019, 5:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

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

Board Members

Absent: Director Scott Holbrook

Staff Present:

Kahl Muscott, District Administrator
Mike Scheele, Landscape Architect/Project Manager
Patricia Larson, Recording Secretary

_____ **1.0 CALL TO ORDER**

The Special Meeting of the Board of Directors was called to order at 5:03 p.m. by Vice Chairman Ainsleigh.

(PLEDGE TO THE FLAG)

_____ **2.0 Bike Park Change Orders**

A motion was made by Director Ainsleigh and seconded by Director Gray authorize an extra \$40,000 for change orders to the Auburn Bike Park Project.

An amended motion was made by Director Ainsleigh and seconded by Director Gray to authorize up to an extra \$40,000 for change orders to the Auburn Bike Park Project.

Roll Call Vote

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

4 – 0 Motion carries.

ADJOURNMENT

As there was no further business, the meeting was adjourned at 5:16 p.m. by Chairman Ferris.

Board Secretary

Date

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From:
 Check Number First
 Vendor ID First
 Vendor Name First

To:
 Last
 Last
 Last

Check Date From: 9/1/2019 To:
 Checkbook ID COMM 1ST COMM 1ST

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19068	U0019	US Bank	9/4/2019	COMM 1ST	PMCHK00002587	
19069	S1007	Stationary Engineers, Local 39	9/6/2019	COMM 1ST	PMCHK00002588	\$15,605.42
19070	U0033	United States Treasury	9/6/2019	COMM 1ST	PMCHK00002588	\$409.89
19071	1099-103	Terry Masten	9/13/2019	COMM 1ST	PMCHK00002588	\$75.00
19072	1099-104	Thomas Seibel	9/13/2019	COMM 1ST	PMCHK00002589	\$162.50
19073	1099-218	Auburn Gymnastics Center	9/13/2019	COMM 1ST	PMCHK00002589	\$97.50
19074	1099-243	Phillip Dallas	9/13/2019	COMM 1ST	PMCHK00002589	\$133.25
19075	1099-254	Ralph Kendrick	9/13/2019	COMM 1ST	PMCHK00002589	\$390.00
19076	1099-256	Healing Pastures, Inc.	9/13/2019	COMM 1ST	PMCHK00002589	\$425.70
19077	1099-269	Deborah Lynn	9/13/2019	COMM 1ST	PMCHK00002589	\$112.50
19078	1099-271	Kelpro Security	9/13/2019	COMM 1ST	PMCHK00002589	\$448.50
19079	1099-277	Foothill Karate Do	9/13/2019	COMM 1ST	PMCHK00002589	\$1,948.90
19080	1099-291	Isaac Humber	9/13/2019	COMM 1ST	PMCHK00002589	\$737.75
19081	1099-295	Juli Land-Marx	9/13/2019	COMM 1ST	PMCHK00002589	\$273.00
19082	1099-313	Alison Lloyd	9/13/2019	COMM 1ST	PMCHK00002589	\$1,210.00
19083	1099-341	Twardis, Bryan	9/13/2019	COMM 1ST	PMCHK00002589	\$690.00
19084	1099-343	Faith Petersen	9/13/2019	COMM 1ST	PMCHK00002589	\$48.00
19085	1099-364	Davidson, Chris	9/13/2019	COMM 1ST	PMCHK00002589	\$330.00
19086	1099-368	Clean Cut Landscape	9/13/2019	COMM 1ST	PMCHK00002589	\$30.00
19087	A0001	Recology Auburn Placer	9/13/2019	COMM 1ST	PMCHK00002589	\$146,790.64
19088	A0027	Recology Auburn Placer	9/13/2019	COMM 1ST	PMCHK00002589	\$818.92
19089	A0051	Anderson's Sierra Pipe Co.	9/13/2019	COMM 1ST	PMCHK00002589	\$1,264.69
19090	A0134	Advanced Intregated Pest Mana	9/13/2019	COMM 1ST	PMCHK00002589	\$381.60
19091	B0020	BSN Sports, Inc.	9/13/2019	COMM 1ST	PMCHK00002589	\$185.00
19092	B0062	BareBones WorkWear	9/13/2019	COMM 1ST	PMCHK00002589	\$373.77
19093	C0061	California Computer Services	9/13/2019	COMM 1ST	PMCHK00002589	\$82.55
19094	C0111	Cal.net	9/13/2019	COMM 1ST	PMCHK00002589	\$274.00
19095	C0130	Cirrus Group LLC	9/13/2019	COMM 1ST	PMCHK00002589	\$66.90
19096	D0010	Diamond Pacific	9/13/2019	COMM 1ST	PMCHK00002589	\$1,274.00
19097	D0025	Dawson Oil Company	9/13/2019	COMM 1ST	PMCHK00002589	\$2,107.31
19098	D0066	De Lage Landen Financial Servi	9/13/2019	COMM 1ST	PMCHK00002589	\$3,231.90
19099	F0038	Fastenal Company	9/13/2019	COMM 1ST	PMCHK00002589	\$332.48
19100	F0047	Fuentes Pond Maintenance	9/13/2019	COMM 1ST	PMCHK00002589	\$230.13
19101	G0006	Gold Country Media Publication	9/13/2019	COMM 1ST	PMCHK00002589	\$3,600.00
19102	G0045	GSSA	9/13/2019	COMM 1ST	PMCHK00002589	\$115.00
19103	I0010	Inland Business Systems	9/13/2019	COMM 1ST	PMCHK00002589	\$1,086.80
19104	K0010	Knorr Systems, Inc.	9/13/2019	COMM 1ST	PMCHK00002589	\$130.49
19105	K0011	Kaiser Foundation Health Plan,	9/13/2019	COMM 1ST	PMCHK00002589	\$396.00
19106	L0027	Pat Larson	9/13/2019	COMM 1ST	PMCHK00002589	\$17,878.02
19107	M0013	Meadow Vista Hardware	9/13/2019	COMM 1ST	PMCHK00002589	\$36.22
19108	M0098	Meadow Vista County Water Dist	9/13/2019	COMM 1ST	PMCHK00002589	\$31.73
19109	N0003	Norris Electric, Inc.	9/13/2019	COMM 1ST	PMCHK00002589	\$3,505.63
19111	O0004	Office Depot	9/13/2019	COMM 1ST	PMCHK00002589	\$2,550.37
19112	P0007	Pacific Gas & Electric Company	9/13/2019	COMM 1ST	PMCHK00002589	\$362.12
19113	P0023	PG&E	9/13/2019	COMM 1ST	PMCHK00002589	\$702.47
19114	P0058	Pitney Bowes Credit Corporatio	9/13/2019	COMM 1ST	PMCHK00002589	\$88.31
19115	P0083	Placer County Resource Conserv	9/13/2019	COMM 1ST	PMCHK00002589	\$26.99
19116	P0116	Print Project Managers	9/13/2019	COMM 1ST	PMCHK00002589	\$4,000.00
19117	R0073	Riebes Auto Parts	9/13/2019	COMM 1ST	PMCHK00002589	\$6,976.20
19118	S0008	Sherwin-Williams	9/13/2019	COMM 1ST	PMCHK00002589	\$179.04
19119	S0009	Sierra Saw Sales And Service	9/13/2019	COMM 1ST	PMCHK00002589	\$540.26
19120	S0018	SunLand Analytical Lab, Inc.	9/13/2019	COMM 1ST	PMCHK00002589	\$490.69
19121	S0025	Sierra Pacific Turf Supply, In	9/13/2019	COMM 1ST	PMCHK00002589	\$102.00
19122	S0034	Thatcher Company	9/13/2019	COMM 1ST	PMCHK00002589	\$906.24
19123	S0067	Superfast Copy	9/13/2019	COMM 1ST	PMCHK00002589	\$1,762.33
19124	S0103	SCI Consulting Group	9/13/2019	COMM 1ST	PMCHK00002589	\$5.15
						\$1,590.81

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19125	S0131	Kasey Casl	9/13/2019	COMM 1ST	PMCHK00002589	\$10.80
19126	S0145	SCP Pool Distributors LLC	9/13/2019	COMM 1ST	PMCHK00002589	\$994.55
19127	S0154	Mike Scheele	9/13/2019	COMM 1ST	PMCHK00002589	\$169.63
19128	S1003	Sutter Medical Foundation	9/13/2019	COMM 1ST	PMCHK00002589	\$396.00
19129	T0009	Stanley Convergent Security So	9/13/2019	COMM 1ST	PMCHK00002589	\$772.18
19130	T0027	Debbie Thomas	9/13/2019	COMM 1ST	PMCHK00002589	\$27.98
19131	T1000	Transamerica Life Insurance	9/13/2019	COMM 1ST	PMCHK00002589	\$440.00
19132	TEMPA	Peter Allen	9/13/2019	COMM 1ST	PMCHK00002589	\$40.00
19133	TEMPB	Bowman School	9/13/2019	COMM 1ST	PMCHK00002589	\$93.88
19134	TEMPC	Gene Cook	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19135	TEMPE	Keith Dan	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19136	TEMPF	Holly Fox	9/13/2019	COMM 1ST	PMCHK00002589	\$20.00
19137	TEMPG	Jeff Gorham	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19138	TEMPH	Caralyn Hethcock	9/13/2019	COMM 1ST	PMCHK00002589	\$65.00
19139	TEMPJ	Weslee Junc	9/13/2019	COMM 1ST	PMCHK00002589	\$114.00
19140	TEMPK	Bill Keller	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19141	TEMPL	Cathy Lynn	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19142	TEMPM	Ron Marengo	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19143	TEMPO	Richard O'Malley	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19144	TEMPP	Amanda Parsons	9/13/2019	COMM 1ST	PMCHK00002589	\$45.00
19145	TEMPR	Aliasha Ruland	9/13/2019	COMM 1ST	PMCHK00002589	\$40.00
19146	TEMPS	Karen Silva	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19147	TEMPT	Sean Tener	9/13/2019	COMM 1ST	PMCHK00002589	\$50.00
19148	TEMPV	David Velasquez	9/13/2019	COMM 1ST	PMCHK00002589	\$50.00
19149	TEMPW	Julia Wall	9/13/2019	COMM 1ST	PMCHK00002589	\$25.00
19150	W0001	Walker's Office Supplies, Inc.	9/13/2019	COMM 1ST	PMCHK00002589	\$129.92
19151	W0003	Warehouse Paint Incorporated	9/13/2019	COMM 1ST	PMCHK00002589	\$25.03
19152	W0044	Wave	9/13/2019	COMM 1ST	PMCHK00002589	\$409.70
19153	Y0002	Yuba Lock & Safe	9/13/2019	COMM 1ST	PMCHK00002589	\$68.70
19154	N0048	Normac, Inc.	9/13/2019	COMM 1ST	PMCHK00002590	\$615.27
19155	N0045	Near U CO2	9/13/2019	COMM 1ST	PMCHK00002591	\$171.26
19156	N0048	Normac, Inc.	9/13/2019	COMM 1ST	PMCHK00002591	\$444.01
19157	A0048	Auburn Rotary Club	9/20/2019	COMM 1ST	PMCHK00002592	\$300.00
19158	S1007	Stationary Engineers, Local 39	9/20/2019	COMM 1ST	PMCHK00002592	\$409.89
19159	TEMPB	Bear River Little League	9/20/2019	COMM 1ST	PMCHK00002592	\$233.66
19160	TEMPBA	Bonnie Bates	9/20/2019	COMM 1ST	PMCHK00002592	\$65.00
19161	TEMPBE	John Bennett	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19162	TEMPBU	Dan Busch	9/20/2019	COMM 1ST	PMCHK00002592	\$40.00
19163	TEMPC	Brandon Cheolee	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19164	TEMPE	Anya Derr	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19165	TEMPE	Melissa Edens	9/20/2019	COMM 1ST	PMCHK00002592	\$178.00
19166	TEMPF	Benjamin Foss	9/20/2019	COMM 1ST	PMCHK00002592	\$20.00
19167	TEMPFR	Madison Fritter	9/20/2019	COMM 1ST	PMCHK00002592	\$75.00
19168	TEMPGI	Joe Giovacchini	9/20/2019	COMM 1ST	PMCHK00002592	\$40.00
19169	TEMPGO	Leslie Golden	9/20/2019	COMM 1ST	PMCHK00002592	\$40.00
19170	TEMPH	Emma Hantman	9/20/2019	COMM 1ST	PMCHK00002592	\$130.00
19171	TEMPHA	Melinda Hatt	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19172	TEMPJ	Andrew Johnson	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19173	TEMPJO	Bill Joseph	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19174	TEMPLA	Evan Lampi	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19175	TEMPLY	Mike Lynch	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19176	TEMPNA	Sakar Mariappan	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19177	TEMPME	Scott Merritt	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19178	TEMPMO	Chuck Moy	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19179	TEMPO	Andrew Opfell	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19180	TEMPP	Mike Perbetsky	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19181	TEMPPE	Ross Peabody	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19182	TEMPPO	Richard Potts	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19183	TEMPSH	Alia Shuttleworth	9/20/2019	COMM 1ST	PMCHK00002592	\$50.00
19184	TEMPSI	Jerry Silverman	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19185	TEMPW	Twee Washburn	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19186	TEMPWA	Diana Walker	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19187	TEMPWI	Kathy Wiesner	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19188	TEMPWO	Anthony Wong	9/20/2019	COMM 1ST	PMCHK00002592	\$25.00
19189	U0033	United States Treasury	9/20/2019	COMM 1ST	PMCHK00002592	\$75.00
ACH 9/25	U0032	UnityFisolutions	9/26/2019	COMM 1ST	PMCHK00002594	\$64.70
19190	1099-103	Terry Masten	9/27/2019	COMM 1ST	PMCHK00002593	\$81.25
19191	1099-216	Gerald Harris	9/27/2019	COMM 1ST	PMCHK00002593	\$156.00
19192	1099-271	Kelpro Security	9/27/2019	COMM 1ST	PMCHK00002593	\$1,092.00
19193	1099-295	Juli Land-Marx	9/27/2019	COMM 1ST	PMCHK00002593	\$1,500.00
19194	1099-312	Danielle Herreid	9/27/2019	COMM 1ST	PMCHK00002593	\$1,800.00
19195	1099-5	Daniel Crandall	9/27/2019	COMM 1ST	PMCHK00002593	\$289.80
19196	A0013	AT&T	9/27/2019	COMM 1ST	PMCHK00002593	\$60.00
19197	A0014	AT&T	9/27/2019	COMM 1ST	PMCHK00002593	\$314.55
19198	A0134	Advanced Intregrated Pest Mana	9/27/2019	COMM 1ST	PMCHK00002593	\$677.00
19199	A1010	Advantage Martketing and Print	9/27/2019	COMM 1ST	PMCHK00002593	\$210.21
19200	B0064	Blue Moon Designs	9/27/2019	COMM 1ST	PMCHK00002593	\$1,628.06
19201	B0069	Bidwell Water	9/27/2019	COMM 1ST	PMCHK00002593	\$245.50
19202	C0061	California Computer Services	9/27/2019	COMM 1ST	PMCHK00002593	\$799.00
19204	C0113	Cooks Portable Toilets & Septi	9/27/2019	COMM 1ST	PMCHK00002593	\$1,598.00
19205	C0128	Clipped In Races	9/27/2019	COMM 1ST	PMCHK00002593	\$1,200.00
19206	C0134	CPS HR Consulting	9/27/2019	COMM 1ST	PMCHK00002593	\$1,750.00
19207	D0010	Diamond Pacific	9/27/2019	COMM 1ST	PMCHK00002593	\$1,117.84
19208	D0062	Durham School Services	9/27/2019	COMM 1ST	PMCHK00002593	\$293.55
19209	D0066	De Lage Landen Financial Servi	9/27/2019	COMM 1ST	PMCHK00002593	\$51.27
19210	E0008	Ewing Irrigation Products, Inc	9/27/2019	COMM 1ST	PMCHK00002593	\$213.08
19211	F0041	Friends of ARD	9/27/2019	COMM 1ST	PMCHK00002593	\$3,412.34
19212	H0056	Humana Dental Ins. Co	9/27/2019	COMM 1ST	PMCHK00002593	\$2,217.56
19213	I0010	Inland Business Systems	9/27/2019	COMM 1ST	PMCHK00002593	\$34.47
19214	J0010	JeffCo Plumbing, Inc.	9/27/2019	COMM 1ST	PMCHK00002593	\$150.00
19215	L0100	Lifeguard First Aid & Safety,	9/27/2019	COMM 1ST	PMCHK00002593	\$107.57
19216	M0035	Meadow Vista Community Center	9/27/2019	COMM 1ST	PMCHK00002593	\$2,325.00
19217	M0071	Mission Protection Systems Inc	9/27/2019	COMM 1ST	PMCHK00002593	\$189.00
19218	N0012	Nevada Irrigation District	9/27/2019	COMM 1ST	PMCHK00002593	\$674.55
19219	P0005	Placer County Water Agency	9/27/2019	COMM 1ST	PMCHK00002593	\$269.86
19220	P0007	Pacific Gas & Electric Company	9/27/2019	COMM 1ST	PMCHK00002593	\$13,311.52
19221	P0058	Pitney Bowes Credit Corporatio	9/27/2019	COMM 1ST	PMCHK00002593	\$115.59
19222	P0116	Print Project Managers	9/27/2019	COMM 1ST	PMCHK00002593	\$3,675.25
19223	S0031	S & S Worldwide, Inc.	9/27/2019	COMM 1ST	PMCHK00002593	\$161.81
19224	S0054	Souza's Tire Service	9/27/2019	COMM 1ST	PMCHK00002593	\$16.51
19225	S0067	Superfast Copy	9/27/2019	COMM 1ST	PMCHK00002593	\$234.57
19226	S0094	Manouch Shirvanioun	9/27/2019	COMM 1ST	PMCHK00002593	\$63.25
19227	S1000	State Of California/DOJ	9/27/2019	COMM 1ST	PMCHK00002593	\$254.00
19228	T0071	TIAA Commercial Finance, Inc.	9/27/2019	COMM 1ST	PMCHK00002593	\$107.34
19229	T1000	Transamerica Life Insurance	9/27/2019	COMM 1ST	PMCHK00002593	\$440.00
19230	TEMPW	Lee Perry	9/27/2019	COMM 1ST	PMCHK00002593	\$275.00
19231	TEMPW	Leslie Wall	9/27/2019	COMM 1ST	PMCHK00002593	\$40.00
19232	W0001	Walker's Office Supplies, Inc.	9/27/2019	COMM 1ST	PMCHK00002593	\$1,684.94
19233	W0010	Waxie Sanitary Supply	9/27/2019	COMM 1ST	PMCHK00002593	\$1,274.73
19234	W0042	Live Oak Waldorf School	9/27/2019	COMM 1ST	PMCHK00002593	\$4,536.00
19235	W0044	Wave	9/27/2019	COMM 1ST	PMCHK00002593	\$1,519.74

Total Checks: 167

Total Amount of Checks: \$287,411.54

SECTION: 5.0

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

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS**

Notations from September's Financials:

Revenues –

- **Park Services** are up \$54,000. **Youth Services** are up \$49,000 **Youth Camps** are up \$22,000, **Youth Classes** are up \$8,000 absorbing the \$9,000 decrease for **Swim Team**.
- **Donations** are up \$16,000 due to the **Rotary Contributions** toward **Railhead Park**.
- **Tax Revenues** are still showing us \$106,000 above budget, **RDA tax revenues** are \$66,000 of this influx.

Expenses –

- **Program Expenses** are over by \$16,000. **Recreation Department's** camps and classes are up by \$11,800 in accordance with the rise in revenues for the same. **Special Event expenses** are over by \$5,000 in September.
- **Maintenance Expense** is now over by \$1,800, due to some responsible cuts by the **Facilities and Grounds Department**, coming close to leveling out the unexpected expenses showing on the was previous expense statements. Extra spending on pond maintenance at **Regional Park** would account for the \$1,800 over budget at this time.
- **Salaries and Benefits** are under by \$36,000. **Aquatics** has a savings of \$10,800 in wages and benefits due to late hire of staff and a low program for the swim team. **Fac & Grounds** has a savings of \$16,000 in **Benefits**, due to the changes in staff.
- **Capital Improvements** are over budget by \$14,000. The **Rotary Project** was not in the budget but was funded primarily by the **Rotary Clubs of Auburn**. This will be compensated for in our budget revision coming up.

PROFIT & LOSS
19/20 Approved Budget

	Approved Budget FY 19-20	% Of Total	2019 Sept ACTUALS	Last Yr Sept Actuals	2019 YTD ACTUALS	2019 YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues							
Program Revenue	1,254,440	20%	95,228	107,069	810,046	755,760	741,774
Facility Revenue	178,050	3%	10,080	8,581	125,729	129,860	123,284
Misc. Revenue	49,790	1%	2,925	3,288	24,257	30,496	34,905
Grants & Donations	11,440	0%	2,450	5,901	20,951	4,560	6,468
Interest Income	60,270	1%	5,034	5,600	44,869	36,710	28,673
Equipment Reserve Transfers	292,700	5%	-	-	-	-	94,124
Project Reserve Transfers	807,700	13%	-	17,000	-	17,000	63,902
Tax Revenue	3,233,500	53%	-	-	1,493,526	1,384,300	1,404,104
In Kind/Atwood	26,470	0%	-	-	9,626	12,168	9,981
County & City Mitigation Revenue	242,300	4%	-	122,000	-	122,000	122,000
Total Operating Revenue	6,156,660	100.00	115,717	269,439	2,529,004	2,492,854	2,629,215
Expenditures							
Program Expense							
Operating & Supplies	245,940	4%	31,420	18,246	165,414	149,410	157,140
Utilities Expense	390,380	7%	40,778	33,730	190,209	183,710	174,233
Professional Services	213,290	4%	18,055	33,914	114,954	114,320	122,342
Building & Grounds Maintenance	64,840	1%	10,476	1,806	39,300	35,804	24,071
Property Tax Admin.	486,890	8%	21,872	30,880	202,545	200,680	179,491
Wages	60,950	1%	-	-	3,049	2,500	2,295
Benefits & Payroll Costs	2,332,460	39%	161,335	153,975	1,131,603	1,146,260	1,112,885
Fixed Asset Expense	901,850	15%	62,709	55,426	445,483	467,080	424,477
Capital Improvement Projects	307,410	5%	102	1,879	143,976	138,737	133,366
Debt Services	995,000	17%	147,059	2,536	268,891	254,706	232,552
Total Expenditures	6,001,010	100.00	493,806	332,392	2,705,424	2,693,207	2,562,852
Net Revenue Over Expenditures	\$ 155,650	2.53	\$ (378,089)	(62,953)	(\$176,420)	(\$200,353)	\$66,363
Annual Contingency Reserve (1-2%)							
Annual Equip Replacement Reserve	\$ 50,000				\$ 50,000	\$ 872,282	\$ 774,762
Future Capital Construction Reserve					\$ 202,459	\$ 875,098	\$ 954,069
Cell Tower Reserves					\$ (122,459)	-	\$ 122,459
ADA Reserve	\$ 5,000				\$ 5,000	\$ 25,032	\$ 40,032
CalPERS unfunded liability reserve	\$ 45,800				\$ 45,800	\$ 183,200	\$ 137,400
TOTAL RESERVE BALANCES							
Net Position	\$ 54,850				\$ 2,405,612	\$ 2,478,722	\$ 2,478,722

Auburn Area Recreation and Park District
Balance Sheet
9/30/2019

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	173,980.32
Placer County Treasure-General	3,011,407.16
Placer County Treasurer - City Trust	478,540.33
Accounts Receivable	7,163.82
PCOE Receivables	45,401.00
Prepaid Liability Expense	28,340.25
Prepaid Workers Comp Insurance	30,188.47
Prepaid Payroll Expense	17,265.31
TOTAL ASSETS	\$3,792,866.66
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	\$1,329.00
Gift Certificates	168.00
Compensated Absences	129,642.79
Sales Tax Payable	253.85
Miscellaneous Deductions	40.00
Total Current Liabilities	\$131,433.64
<u>Net Position</u>	
General Fund Balance	\$3,837,920.21
Net Profit (Loss)	(176,487.19)
Total Net Postion	\$3,661,433.02
TOTAL LIABILITY AND NET POSITION	\$3,792,866.66

**Auburn Recreation and Park District
Balance Sheet
As of 09/30/2019**

ASSETS

Current Assets

Petty Cash	580.00
First Foundation Bank	173,980.32
Placer County Treasurer – General Fund	3,011,407.16
Placer County Treasurer – City Trust	478,540.33
Accounts Receivable – ARD	7,163.82
PCOE Youth Services Receivable	45,401.00
Prepaid Expenses	17,265.31
Prepaid Liability Insurance	28,340.25
Prepaid Workers Comp Insurance	30,188.47

Total Current Assets **\$3,792,866.66**

Fixed Assets

Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	13,059,714.30
Fixed Assets: Equipment	1,042,771.70
Fixed Assets: Computer Equipment & Software	136,809.67
Fixed Assets: Vehicles	265,282.64
Fixed Assets: Office Furniture & Rec Equipment	97,395.53
Construction In Progress	429,902.23
Less: Accumulated Depreciation	(9,958,827.00)

Total Fixed Assets **\$7,043,595.19**

TOTAL ASSETS **\$10,836,461.85**

**Auburn Recreation and Park District
Balance Sheet (Continued)
As of 09/30/2019**

LIABILITIES AND NET POSITON	
Current Liabilities	
Prepaid Revenue	1,329.00
Liability Insurance Payable	0.00
Gift Certificates	168.00
Compensated Absences	129,642.79
Accounts Payable	0.00
Sales Tax Payable	253.85
Misc Deductions Payable	40.00
Worker's Comp Payable	0.00
Accrued Expenses	0.00
Accrued Payroll	0.00
	0.00
Total Current Liabilities	\$131,433.64
 Fund Balances	
Investments in Fixed Assets	7,043,595.19
GFB: Youth Assistance Fund	15,472.45
GFB: General Fund Balance	920,107.13
RFB: Reserved (City Mitigation)	478,540.33
RFB: Equip Replacement Reserve	872,281.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	875,098.49
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	3,908.95
DFB: Atwood – Equipment Repl Fund	1,003.66
DFB: Calpers – Unfunded Liability Fund	183,200.00
DFB: ADA Reserves	25,031.75
 Net Position	 (176,487.19)
 Total Assets	 7,043,595.19
Total Unrestricted Funds GFB	935,579.58
Total Reserved Funds	2,675,920.54
Total Designated Funds	226,420.09
 TOTAL LIABILITIES AND NET POSITION	 <u>\$10,836,461.85</u>

Auburn Area Recreation & Park District

Profit & Loss

ALL DEPARTMENTS

Auburn Rec & Park

Profit & Loss - Summary
4/1/2019 To 9/30/2019

For All Segment1s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
PERATING REVENUE					
Park & Recreation Services	95,227.52	810,046.44	755,760.00	54,286.44	107.18
Rents & Concessions	11,079.74	125,729.02	129,860.00	(4,130.98)	96.82
Miscellaneous Revenue	2,925.47	24,257.37	30,496.00	(6,238.63)	79.54
Grants & Donations	2,450.00	20,951.25	4,560.00	16,391.25	459.46
Interest Income	5,034.01	44,868.66	36,710.00	8,158.66	122.23
Taxes Revenue	0.00	1,503,151.63	1,396,468.00	106,683.63	107.64
TOTAL OPERATING REVENUE	\$116,716.74	\$2,529,004.37	\$2,353,854.00	\$175,150.37	107.44%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	116,716.74	2,529,004.37	2,353,854.00	175,150.37	107.44
(PENDITURES					
Program Expenses	31,419.62	165,413.61	149,410.00	16,003.61	110.71
Operations & Supplies Expense	40,778.20	190,208.93	183,710.00	6,498.93	103.54
Utilities Expense	18,055.02	114,954.12	114,320.00	634.12	100.56
Legal Expenses	0.00	13,779.66	8,000.00	5,779.66	172.25
Professional Services	10,476.05	25,519.70	27,804.00	(2,284.30)	91.78
Bldg & Grounds Maintenance	21,872.33	202,544.61	200,680.00	1,864.61	100.93
Property Tax Administration/LAFCO	0.00	3,048.91	2,500.00	548.91	121.96
Salaries Expense	161,335.09	1,131,602.89	1,146,260.00	(14,657.11)	98.72
Benefits & Payroll Costs	62,708.86	445,482.53	467,080.00	(21,597.47)	95.38
Fixed Asset Expense	102.00	143,975.51	138,737.00	5,238.51	103.78
Capital Improvement Projects	147,059.31	268,891.09	254,706.00	14,185.09	105.57

Auburn Rec & Park
 Profit & Loss - Summary
 4/1/2019 To 9/30/2019
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
TOTAL EXPENDITURES	\$493,806.48	\$2,705,421.56	\$2,693,207.00	\$12,214.56	100.45%
NET REVENUE OVER EXPENDITURES	(\$377,089.74)	(\$176,417.19)	(\$339,353.00)	\$162,935.81	51.99%
JJ. NET REVENUE OVER EXPENDITURES	(\$377,089.74)	(\$176,417.19)	(\$339,353.00)	\$162,935.81	51.99%

Auburn Rec & Park
 Transfers to General Fund
 4/1/2019 to 9/30/2019

<u>City Mitigation Reserves</u>		
4/15/2019 Security Cameras	\$	19,000.00
	\$	<u>19,000.00</u>
Total Addition to General Fund from City Mitigation Reserve		
<u>Equipment Replacement Reserves</u>		
4/15/2019 2018-2019 Budgeted to Save	\$	(50,000.00)
	\$	<u>(50,000.00)</u>
Total Addition to General Fund from Equip Repl Reserves		
<u>Unfunded Liability Reserves</u>		
4/15/2019 2018-2019 Budgeted to Save	\$	(45,800.00)
	\$	<u>(45,800.00)</u>
Total Addition to General Fund from Unfunded Liability Reserves		
<u>ADA Reserves</u>		
4/15/2019 2018-2019 Budgeted to Save	\$	(5,000.00)
	\$	<u>(5,000.00)</u>
Total Addition to General Fund from ADA Reserves		
Total Transfers from Reserves	\$	(81,800.00)

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
October, 2019

- We survived the first round of power outages relatively unscathed. While some staff were forced to take time off, all of the park staff were able to work regular shifts. One point of interest: a power outage at CVCC will result in the bathrooms being closed due to the power needs for the sewer lift station.
- The James Field project and the Bike Park project are both pushing staff, particularly Mike Scheele, however everyone has responded well.
- Auburn Bike Park volunteers, led by Diana Boyer, are working on trail alignment and will be organizing a trail build day in the next few weeks.
- Related to James Field, a huge THANK YOU to PCWA, who came through quickly to help us repair the leak we had in our main irrigation line. They came out with staff and specialized equipment to dig in an area surrounded by gas and electric utilities. PHS Coach Dave Thompson was a big asset in securing PCWA's assistance.
- Mike Scheele, working closely with grant consultant Doug Houston, was able to get a grant in for the Recreational Trails and Greenways grant program. The proposal is for \$250,000 to help fund the 24-acre trail and parking lot.
- Regarding Prop 68 grant funding: it was reported that 478 applications were received for the first round of the Statewide Park Program Grant, as funded by Prop 68. These 478 applications requested \$2.3 billion in grants. Only \$254.9 million was available. ARD will be submitting a grant for the second round for the 24 acres.
- The Placer County Fish and Game Commission awarded ARD \$250 to assist with costs for the upcoming Kids Fishing Day (Saturday, December 14th).
- The Auburn Harvest Festival drew its largest crowd in the past 5+ years. Much of this can be attributed to social media posts by Manouch, Mark and volunteer Natalie Otis.

Meetings and events attended or scheduled to attend

- 10/1: Rotary
- 10/1: ARD Special Meeting
- 10/1: Canyon Keepers Ultra Athlete panel
- 10/2: Sr. Health Fair
- 10/4: Sheryl Petersen last day lunch
- 10/7: ARD Manager's meeting
- 10/8: Bill Groth re: Winchester field power upgrades
- 10/8: Rotary
- 10/10: Harvest Fest Committee meeting

10/12: Project Auburn
10/13: Ms. October softball tournament
10/15: Rotary
10/16: Dave Thompson, Larry Prewitt re: James Field scoreboard
10/16: CAPRI ADA compliance assessment conference call
10/17: ARD Safety Committee
10/18: Harvest Fest set-up
10/19: Auburn Harvest Festival
10/21: CPRS Executive Summit
10/21: A&D Committee
10/22: Rotary
10/23: Policy Committee
10/23: Finance Committee
10/23: Festival of Lights Committee
10/23: Placer County Fish and Game Commission re: grant for Kids Fishing Day
10/28: CAPRI Lunch and Learn
10/29: Joe Carlson, Bureau of Labor Statistics re: info for survey on ARD job descriptions
10/29: Rotary

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

Notations from September's Financials:

Revenues –

- Park Services are up \$54,000. Youth Services are up \$49,000 Youth Camps are up \$22,000, Youth Classes are up \$8,000 absorbing the \$9,000 decrease for Swim Team.
- Donations are up \$16,000 due to the Rotary Contributions toward Railhead Park.
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- Salaries and Benefits are under by \$36,000. Aquatics has a savings of \$10,800 in wages and benefits due to late hire of staff and a low program for the swim team. Facilities & Grounds has a savings of \$16,000 in Benefits, due to the changes in staff.
- Capital Improvements are over budget by \$14,000. The Rotary Project was not in the budget but was funded primarily by the Rotary Clubs of Auburn. This will be compensated for in our budget revision coming up.

Appointments to Note for Sept-Oct:

- Meeting with Signet Pacific (Our Union Health Insurance Brokers)
- Sheryl Petersen's retirement Lunch.
- Fall Manager's Meeting.
- Managers' Photo shoot.
- ADA Compliance meeting with CAPRI.

Jesse Williams

Facilities & Grounds Manager

Report to the Board of Directors

October, 2019

Canyon View Community Center

- Jeffco Plumbing un-soldered an old p-trap in the women's upstairs restroom and installed new one.

Christian Valley Park:

- Applied Replenish 8-2-2 fairway carbon-based fertilizer to the turf. 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.
- Applied 4-Speed XT herbicide to the turf. This provides fast, effective post-emergent control of a wide range of broadleaf weeds with maximum control of hard-to-control weeds (Label and SDS information available upon request).
- Applied Drive XLR8 herbicide to provide unsurpassed crabgrass control in the turf (Label and SDS information available upon request).
- Replaced one of the bathroom floors in the Community Center.

Placer Hills Park

- Knorr Systems performed work on the heater.

Recreation Park:

- Serviced the #28 truck.
- Applied Replenish 8-2-2 fairway carbon-based fertilizer to Beggs Field.

- Applied 4-Speed XT herbicide to Beggs Field.
- Applied Drive XLR8 herbicide to Beggs Field.
- Started working on rebuilding the shade structure on the back patio of the craft room so it becomes a continuation of the covering going into the Teen Center.
- Finished repairing the large gazebo.
- Repainted the stairs leading up to the Community Center.
- Started repainting the Community Center lobby.

Regional Park:

- Serviced the #08 truck.
- Fuentes Lake and Pond Management used Cutrine-Plus to treat the remaining algae in the pond (Label and SDS information available upon request).
- Norris Electric installed conduit and new wiring for a section of the pathway lights that had stopped working due to underground damage to the old wires.
- Yuba Safe and Lock rekeyed the lock on the Community Center Men's restroom.

Mike Scheele

Landscape Architect/Project Manager

Report to the Board of Directors

October, 2019

- **ARD Bike Park Project:** Construction remains underway on the project with irrigation trenching, storm system excavation and viewing area/walkway concrete pouring currently underway at time of report. Earthwork and track mounding, irrigation system, fence painting, bypass trail clearing/fence opening/crosswalk and guard rail installation are general tasks remaining.
- **James Field Renovation Project:** Project is nearly complete. Sod was laid in the infield and the outfield will be hydro-seeded early in the week of the 21st. Infield sod will be over-seeded with the same seed (perennial ryegrass) at the same time. District will conduct a walk-through and prepare punch-list shortly thereafter. Contractor has a 60 Calendar Day maintenance period before the District inspects again and takes over the field. Creative use of stand-alone sprinklers off domestic water hose bibbs got the freshly laid sod through the 2-3 day power outage and the 6" "whole park" water main break shortly thereafter. Staff is working with the coaches on coordinating installation of a brand-new scoreboard as well.
- **24 Acre Project-Statewide Park Dev and Community Revitalization Grant Application:** NO NEW ACTION. Staff will be pursuing the next round of grant funding for the property next spring and all 5 required public meetings have taken place with staff obtaining input on the current master plan drawing. Prior to this staff will be putting together and releasing a RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.

- Overlook Park Restroom ADA Upgrades: NO NEW ACTION. Staff is planning on hiring consultant to prepare construction documents in the winter of 2019 with bidding and construction in the spring of 2020.
- Placer Hills Pool Parking Area Renovations: NO NEW ACTION. 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. Staff will obtain a topographic survey to design the renovation work which will take place next fiscal year.
- Regional Park South ADA Access Project: **Project Completed.**
- Regional Park Irrigation Pump System Improvements: **Project Completed.**
- Miscellaneous Items: ADA improvements and asphalt patching at CVCC and Atwood Park, new memorial bench at Ashford Park, new sponsored bench at Regional Park South play area for the Placer County Association of Realtors, updates of monthly Board reports and A&D Project Activity Reports etc.

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

	9/01/19 - 09/30/19	9/1/18 - 9/30/18
Activity Registrations	\$15,000	\$24,000
Day Care/Discovery payments	\$68,000	\$48,000
Facility payments/reservations	\$ 8,000	\$ 7,000

- Reviewed and approved Fee Waiver requests
- Finance meeting
- Leadership Auburn
- Chamber Ambassador visits
- Canyon Keepers
- Assisted with the annual Auburn Out of Darkness Walk

Mark Brunner
Recreation Services Manager
Report to the Board of Directors
October, 2019

Harvest Festival: The 19th annual Harvest Festival was held at Recreation Park on October 19. The annual festival was highlighted by a scarecrow contest, children's costume parade, a giant pumpkin weighing contest, and several other activities. The event also had over 54 community vendors that helped add to the festive atmosphere.

Senior Health Fair: The Senior Health Fair was held inside the Regional Park Gymnasium. The event attracted what estimated to be over 300 seniors to the event. Free flu shots were also given to those who attended the event, if they chose to have one.

VFCAL Meeting: The October meeting was held in Orangevale. At the meeting the VFCAL voting on board positions for next season. I will serve as the Secretary for the next year on the VFCAL board. In addition, the Rio Linda Aqua Knights were approved to join the league and will be competing against the Auburn Robalos Swim Team next season.

Online Sports Schedule Maker: Starting November 1, the Recreation Services department will be using an online sports scheduler program called Team Sideline. The online website will allow the department to update schedules quicker, post real time standings, and communicate much more efficiently with the community. Team Sideline is currently used by several Recreation departments in the region and has great reviews.

Ms. October Softball Tournament: The annual women's three-day softball tournament was played on Beggs Field. Recreation Sports Coordinator, Jerry Fisher, did an excellent job of running the tournament and creating continual entertainment for the teams.

Rec Guide Update: Contractors and staff have begun to submit their program information for the Winter/Spring Recreation Guide. Senior Living Center renewed their one-year contract for the Recreation Guide. The Winter and Spring is scheduled to be mailed out on December 31.

Ukulele Festival: Dani Joy Herreid agreed to a two-year deal to stay on as the event's Artistic Director. The 9th annual Ukulele Festival will take place on July 31 and August 1.

Sierra College Interns: The two Sierra College interns, David Noel and Ellie Lippold, completed all of their 60 hours. The two interns were dedicated and did an excellent job at representing the District at special events. New interns for the Winter will be recruited at Sierra College event on November 5.

CPRS: In October I attended two meetings that were hosted by the California Recreation and Park Society (CPRS). The first meeting was held in Davis, and was about providing

reasonable accommodations for the communities that we serve. The second meeting was a CPRS Board Meeting held in Woodland, CA. At the meeting the board and I planned future events and educational sessions for the local recreation professionals.

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

November

11	Veterans Day	Offices Closed
21	Board Meeting	CVCC
28/29	Thanksgiving	Offices Closed

Debbie Thomas

Youth Services Manager

Report to the Board of Directors

October, 2019

- October Harvest Festival: In the Youth Group division, the SpongeBob scarecrow from Auburn El. Discovery Club won first place. Newcastle Discovery won 3rd place with Toy Story, and Kinder Ready preschool won People's Choice for "A Very Hungry Caterpillar". They are all deciding how to spend their winnings. The preschool also performed a song on-stage at the festival. A lot of time and work goes into the conception and creation of the scarecrows and they all did a great job. We ran out of craft projects at the ARD booth. Approximately 120 children completed them, and another 10-15 came by afterwards. We gave out stickers in lieu of the craft.
- The United Way is working with us to possibly provide food for two additional sites, Alta Vista and Skyridge, for the school year. That would save money in both budgets.
- Three of our after-school programs stayed open during the power outage since the schools remained open. Newcastle school was out on break and we were able to have day camp in spite of the outage. After Daylight Savings (Nov. 3), we will not remain open for after school during outages due to colder weather and early darkness, even if the schools remain open. Hopefully by then, the increased humidity will prevent the need for outages.
- Safety Meeting October 17, Manager's Meeting October 7, Finance meeting October 23.
- Kinder Ready preschool's Halloween Parade throughout the Main building at Recreation Park is on October 31st. They provide treats for the departments to pass out when the class visits each office.

- Planning and purchasing for sites and upcoming day camps on November 1, 18, and 25-27.
- We sincerely appreciate the work Jesse's crew did to replace our deck carpeting at day camp and to block off the area under the deck to critters. They also replaced worn railings and painted. It looks great!

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-19	Jean Hixon	Western States Trail- Sierra Room	\$225.00	\$30.00	\$255.00	No		
Apr-19	Thomas Eckert	Bureau of Reclamation-Sunset Room	\$540.00	\$60.00	\$600.00	No		
Apr-19	Allison Harvey	Placer Hills Education Foundation-MV Picnic sites	\$225.00	\$90 cstd \$30 alcohol	\$112.50	No		
Apr-19	Diana Boyer	FATRAC- Conference Room at Rec. Park	\$75.00	\$30.00	\$105.00	No		
Apr-19	Mike Mason	Kids First- Regional Picnic Sites	\$198.00	\$30.00	\$99.00	No		
Apr-19	Linda LoBue	Sight Word Busters- Lakeside Room Celebrating K, 1st & 2nd students from Rock Creek School	\$176.00	\$30.00	\$156.40	No		
May-19	Jim Moore	Auburn Host Lions-Recreation Picnic sites	\$100.00	\$80.00	\$50.00	No	\$1,329.90	\$1,329.90
Jun-18	Jean Hixon	Western States Trail Foundation-Sierra Room	\$202.50	\$0.00	\$202.50	No	\$50.00	\$1,379.90
Jun-18	Herb Grounds	Feed The Hungry of Auburn-Picnic areas Recreation Park	\$100.00	\$60.00	\$50.00	No		
Jun-18	Chris Pelkert	Freedom Church- Picnic 1 & 2 Regional Park	\$100.00	\$60.00	\$50.00	No		
Jul-18	Frida Diaz	Child Advocates of Placer County-Recreation Park Picnic site #1	\$50.00	\$30.00	\$25.00	No	\$302.50	\$1,682.40
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 Saisang Society- Lakeside Room	\$200.00	\$30.00	\$180.00	No	\$255.00	\$1,937.40

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Aug-18	Courtney Portlock	American Foundation for Suicide Prevention- Railhead Park fields A and B	\$219.60	\$60.00	\$197.64	No		
Aug-18	Keith Nesbitt	Auburn Chamber-Leadership Auburn Alumni Event Splash Pool Area	\$300.00	\$60.00	\$270.00	No		
Aug-19	Karen Montgomery	Bowman Charter School-PTO Railhead Park-Field B	\$116.75	\$60.00	\$93.40	Yes		
							\$561.04	\$2,498.44
Sep-19	Kelly Davis	CJD Foundation-Picnic site at Regional Park	\$60.00	\$40.00	\$48.00	No		
Sep-19	Chivas Mays	Stand Up Placer- Foothills Room & Sunset Room	\$858.00	\$140.00	\$772.20	No	\$820.20	\$3,318.64
Oct-18	Kathy Van Dam	Girl Scouts- Foothills Room and Canyon View Room	\$330.00	\$60.00	\$264.20	No	\$264.20	\$3,582.84

10/21/2019

VANDALISM REPORT

LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
9/13/2019 Overlook Park	Graffiti at the Skate Park Sound Wall	\$21.00	\$8.77

Total Labor	\$468.80	Total	\$1,003.78
		Material	
Total for year	\$1,497.60	Total for Year	\$5,173.97

9/17/2019

VANDALISM REPORT

LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
8/9/2019 Recreation Park	Bathroom sink ripped off wall & smashed	\$55.80	\$946.85
8/16/2019 Meadow Vista Park	Footing for slide replaced	\$410.00	\$48.16

Total Labor	\$465.80	Total	\$995.01
Total for year	\$1,028.80	Total for Year	\$5,165.20

8/20/2019

VANDALISM REPORT

LOCATION

7/19/2019 Regional Park

VANDALISM

Car drove into fence post.

LABOR COSTS

\$410.00

MATERIAL COSTS

\$32.96

Total Labor	\$410.00	Total	\$32.96
		Material	
Total for year	\$563.00	Total for	\$4,170.19
		Year	

7/15/2019

VANDALISM REPORT

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

6/20/2019	VANDALISM REPORT	LABOR COSTS	MATERIAL COSTS
Date	VANDALISM		
5/8/2019	Vandalism trash run - Regional Park	\$26.00 ARD staff labor	\$23.00 for Recology to pick up trash
5/24/2019	Slide Retro Fit - Meadow Vista	\$52.00	\$2,951
	Homeless trash		
	Someone jumped on or hit a crack the slide's seam		
	Total Labor	\$78	\$2,974
	Total for Year	\$153.00	\$4,137.23

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. Plk. - 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	\$1,163.23

3/20/2019

DATE

LOCATION

3/20/2019

NONE

VANDALISM REPORT

VANDALISM

NONE

LABOR COSTS

NONE

MATERIAL COSTS

NONE

2/20/2019

DATE

LOCATION

VANDALISM REPORT

VANDALISM

LABOR COSTS

MATERIAL COSTS

2/20/2019

NONE

NONE

NONE

NONE

1/23/2019

VANDALISM REPORT

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

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

2019/2020 PROJECT ACTIVITY REPORT		UPDATED 10/17/19	
PROJECT	EST. COST	NOTES	ESTI. COMPLETED
RECREATION PARK			
James Ballfield Renovation Project (2019)	277,086.00	Project is nearly complete. Sod was laid in the infield and the outfield will be hydroseeded early in the week of the 21st. Infield sod will be over-seeded with the same seed (perennial ryegrass) at the same time. District will perform a walk-through and prepare punchlist shortly thereafter. Contractor has a 60 Calendar Day maintenance period before the District inspects again and takes over the field. Creative use of stand-alone sprinklers off domestic water hose bibbs got the freshly laid sod through the 2-3 day power outage and the 6" "whole park" water main break shortly thereafter. Staff is working with the coaches on coordinating installation of a brand new scoreboard as well.	DECEMBER 2019
Recreation Park South Parking Lot Accessible Parking Stall Project (2019)	15,000.00	Project Completed. Simpson & Simpson Inc. did a nice job.	JULY 2019
PLACER HILLS POOL			
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.	NOVEMBER 2019
REGIONAL PARK			
New Playground (130K-completed) and new ADA path of travel from parking lot project (40K) (2017/2018)	170,000.00	ADA Parking and path of travel project has been completed.	AUGUST 2019
Irrigation Pump Replacement (2017/2018)	160,000.00	New pump is installed and working well. Project is finally completed!	JULY 2019
OVERLOOK PARK			

Restroom ADA Upgrades (2018/2019)	35,000.00	Staff is planning on hiring consultant to prepare construction documents in the Winter of 2019 with bidding and construction in the Spring of 2020.	MARCH 2020
24 ACRE PROPERTY			
Statewide Park Development and Community Revitalization Program Grant (2018/2019)	0.00	Staff will be pursuing the next round of grant funding for the property next spring and all 5 required public meetings have taken place with staff obtaining input on the current master plan drawing. Prior to this staff will be putting together and releasing a RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.	AUGUST 2019 THROUGH SPRING 2020
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	Work continues on the project with bike park viewing area/ramp/ADA parking almost completed. Storm drain and irrigation system going in concurrently. Short concrete retaining walls and guardrails were added to the picnic walkway scope. District will be preparing and installing all the rules and directional signage. The trail portions of the project will be build by volunteers, most likely in stages and coordination meetings have already taken place. Civil engineer already has the trail routes surveyed and has set stakes to guide the volunteers.	OCTOBER 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 proposed to be pushed out to next fiscal year.	MARCH 2020

MULTI-PARK ITEMS Streambed Alteration Agreement (2016/2017)		44,000.00	The Draft Vegetative Management Plan IS/MND (Initial Study/Mitigated Negative Declaration) was accepted by the Board in December 2018 and the Agreement is now in place.	Agreement in place, project on-going
Carry over projects from 2018/2019 list in YELLOW				
Fiscal Year Projects Total:		874,000.00		

Item 7.1 Cover sheet – New MOU between ARD and the City of Auburn

Auburn Area Recreation and Park District Policy Committee August, 2019; Board of Directors Meeting September 26, 2019; Policy Committee October 23, 2019; Board of Directors Meeting October 30, 2019

The Issue

Shall the Auburn Area Recreation and Park District (ARD) agree to an updated Memorandum of Understanding (MOU) with the City of Auburn?

Background

ARD and the City of Auburn entered into an MOU in 2001. This MOU provided direction for the distribution of Park Impact Mitigation Fees collected by the City. As part of the MOU, ARD agreed to take on certain maintenance tasks at four of the pocket parks owned by the City. A copy of the existing MOU is attached.

The Auburn City Council has asked City staff to develop a new MOU with ARD. The proposed amended MOU has several updates, and adds sections related to the City's enforcement of ARD Ordinances.

Highlights of the new MOU include:

- Sect. 2(b) clarifies that the Impact Fees need to be used within a 2 mile radius of the City, and that a minimum of 75% of the fees are used within City limits (the previous number was 50%).
- Sect. 2(e) creates a Project Review Committee to provide an opportunity for the City to review all projects that will rely on Impact Fees.
- Sect. 2(f) further clarifies which responsibilities belong to which agency. The previous MOU was somewhat vague.
- Sect. 3 is the new section that deals with City enforcement of ARD rules, regulations and ordinances. Please take note of subsections (c) and (d)

The ARD Board reviewed this item at the September Policy meeting. After discussion, the item was sent back to the Policy Committee (for policy implications) and the Finance Committee (for financial implications) specific to Section 3.

- **ARD Ordinance #1**: ARD Ordinance #1 states (in part) the following:

SECTION 1. Authority and purpose. California Public Resources Code section 5786.1 empowers the District's Board to adopt and enforce ordinances necessary for the administration, government and protection of all property, improvements and facilities under its management or belonging to the District. The purpose of this ordinance is to establish a body of law denoting prohibited and required conduct on District property and provide for the enforcement and punishment for violations.

SECTION 7. Violations; penalties. Violation of a District ordinance is a misdemeanor unless the park ranger, Auburn City Police, Placer County Sheriff or duly authorized law enforcement officer issuing the citation specifies on the citation that the violation is an infraction.

SECTION 8. Enforcement. The Board of Directors of the District may, by resolution, designate that class of District employees as park rangers, who shall be empowered to exercise such arrest and citation authority in accordance with state law for infraction and misdemeanor violations of District or county ordinances, or state law, committed within a District park or facility. The District Administrator shall cause to be administered a special enforcement training program designated to instruct each employee who will exercise such arrest and citation authority regarding the provisions of the statutes and ordinances to be enforced, the evidentiary prerequisites to proper procedures for making arrest, or otherwise prudently exercising such arrest and citation authority and the legal and practical ramifications and limitations attendant thereto.

The District Administrator shall have the primary responsibility for the enforcement of this ordinance and other ordinances of the District unless otherwise specifically stated therein. Each District park ranger, Auburn City Police, Placer County Sheriff or duly authorized law enforcement officer is hereby granted permission to enter upon both public and restricted areas of all park and park facilities within their respective jurisdictions to maintain public order or to prevent, remedy, or take other appropriate action with respect to violations of the provisions of this ordinance or of other applicable laws or regulations.

- **CAPRI coverage:** staff spoke with Matt Duarte, Executive Director with CAPRI.

From Matt Duarte
Hi Kahl,

Thanks for calling back and for clarifying the District's question as to coverage. To confirm, the District is entering into an agreement in which the District will provide certain maintenance services to the City in exchange for the ability to collect and spend Park Impact Mitigation Fees. Part of the consideration of that agreement also includes the City's police enforcing ARD ordinances provided ARD reimburses the city for certain administrative expenses associated with any enforcement officer proceedings. The question, then, is whether those administrative expenses incurred pursuant to contract with the City are covered under the CAPRI Memorandum of Coverage ("MOC"). Unfortunately, as I expected, these costs are outside the scope of coverage. CAPRI incorporates by reference the CSAC excess policy with a few certain exceptions. The scope of coverage is one of the provisions that is specifically incorporated and it provides for payment of damages imposed by law or liability assumed by contract under the following circumstances:

- Coverage A. Bodily injury and property damage to which this Memorandum applies, caused by an occurrence;*
- Coverage B. Personal injury to which this Memorandum applies, caused by an offense;*
- Coverage C. Public officials errors and omissions liability or*

Coverage D. Employment practices liability to which this Memorandum applies, caused by a wrongful act.

Further exclusions are provided in the MOC, but it should be noted that for the situation described above there is no coverage. I think another way to think of this issue is that enforcement of the administrative code is no different than work that District staff provides to the District. It is for the benefit of the District and, as a result, are paid by the District. No insurance is applicable. Outsourcing enforcement duties to another entity, as the District intends to do by way of the MOU, does not alter the character of the work or impact their coverage under the policy.

Reply From Kahl Muscott

Thanks Matt. So, to confirm in different words:

An officer involved shooting, excessive force issue, civil rights violation, etc. would be covered as would any claim.

The costs for the administrative parts of a person fighting a "dog off leash" violation, things like City of Auburn attorney time, officer in court time, would not be covered as it is (more or less) the cost of doing of business.

Is my summation correct?

Reply From Matt Duarte

Correct. If the District were named as a Defendant in a claim like the one described below, CAPRI's MOC would apply and the District would be covered.

- **MOU with the Placer County Sheriff Office (PCSO):** The existing MOU with the PCSO does not have any language regarding compensation or reimbursement for possible costs.

At the October 23, 2019 Policy Committee meeting, the following suggested amendments were discussed:

Section 3 (c): adding language to clarify that ARD will reimburse the City for citations that are appealed and adding language that costs for arrests will be borne by the City.

Due to short turn-around time between the Policy meeting and the creation of this staff report, confirmation of these changes from the City have not been received. Supplemental information will be sent as it is received.

Recommendation for the Board of Directors

The Policy Committee forwarded this item to the Board with a split recommendation.

Director Holbrook approved the item with the modifications noted above.

Director Ainsleigh would like two items added to the MOU:

- 1) That a new committee, similar to the one described in Section 2 (e), be created to review enforcement of ARD ordinances and rules.
- 2) That a clause be added stating that the proceeds from the sale of any ARD property in the City of Auburn be only spent within the City of Auburn.

Director Holbrook did not agree with adding these two items.

Fiscal Impact

If a citation was appealed, the costs would range from \$1,500 – \$2,000. If that ruling was appealed, the costs could be more than \$10,000. It should be noted that ARD would not be able to rescind a citation once the appeal process has started.

In the past year, the following citations were written in ARD Parks:

- 1 – Alcoholic beverage
- 4 – Breaking general rules (after hours parks use, etc.)
- 1 – Parking violation
- 3 – Camping in the park

(It was noted that most, if not all of the above citations were for homeless individuals)

Citations are rarely appealed (the District Administrator is aware of none in his 13+ years).

Attachments

- Proposed new MOU between the City of Auburn and ARD
- Existing MOU between the City and ARD

Amended by City Attorney September 18, 2019

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF AUBURN AND THE AUBURN AREA
RECREATION AND PARK DISTRICT REGARDING USE
OF PARK IMPACT MITIGATION FEES AND
ENFORCEMENT OF APPLICABLE LAWS, ORDINANCES,
RULES, AND REGULATIONS IN PARKS**

This MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into effective _____ of 2019 (the “Effective Date”) by and between the City of Auburn, a California municipal corporation and general law city (hereinafter “City”) and the Auburn Area Recreation and Park District, a California special district organized and operating under California Public Resources Code section 5780 et seq. (hereinafter “ARD”) (collectively, the “Parties”) with respect to the following Recitals:

RECITALS

WHEREAS, the City and ARD desire to enter into this MOU: (1) regarding the use of Park Impact Mitigation Fees, (2) to ensure the rehabilitation and maintenance of all parks within the City’s sphere of influence in a suitable and timely manner, and (3) to authorize the City’s peace officers and other authorized staff to enforce laws, ordinances, rules, and regulations in parks owned and operated by ARD and lying within the incorporated areas of the City; and

WHEREAS, California Public Resources Code section 5786.17 makes a violation of any ARD rule, regulation, or ordinance unlawful and authorizes citations for violations of state law, city or county ordinances, or district rules, regulations, or ordinances, when the violation occurs in a recreational facility, as defined; and

WHEREAS, Public Resources Code section 5786.11 authorizes ARD to enter into a cooperative agreement with the City to do all things necessary or convenient in carrying out the purposes and intent of Public Resources Code section 5780 et seq. including, but not limited to, an agreement regarding use of Park Impact Mitigation Fees, rehabilitation and maintenance of parks, and enforcement of laws, ordinances, rules and regulations.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises hereinafter provided, the City and ARD hereby agree as follows:

1. The Recitals above are true and correct and hereby fully incorporate herein.
2. **Use of Park Impact Mitigation Fees and Rehabilitation and Maintenance of Parks.**
 - a. Starting September 30 of each year, at the end of each quarter, the City shall convey to ARD Park Impact Mitigation Fees collected by the City.

- b. The City and ARD agree that Park Impact Mitigation Fees collected by the City will be spent and used within a two mile radius of the City, with a minimum of seventy-five percent (75%) of said fees being spent within the City limits.
- c. ARD agrees that it shall provide to the City, by August 31 of each year, the following reports:
 - i. A report which details the expenditure of Park Impact Mitigation Fees forwarded to ARD in the preceding fiscal year. The report shall detail projects and costs expended for each project; and
 - ii. A report which details the proposed expenditures of Park Impact Mitigation Fees to be conveyed to ARD in the current fiscal year. The report shall detail the projects and costs to be expended for each project.
- d. ARD shall be responsible for ensuring the spending and use of Park Impact Mitigation Fees under this MOU complies with the requirements of applicable state law and the Auburn Municipal Code, as those laws and the code may change from time to time.
- e. The City and ARD will establish a Project Review Committee to provide the Parties an opportunity to review all ARD projects wholly or partially City funded through City Mitigation Fees. The Committee will consist of one ARD Board Member, the ARD Executive Director, one City Council Member and the Auburn City Manager. ARD shall submit three copies of preliminary plans to the City Manager once any project, wholly or partially funded by City Mitigation Fees, reaches the preliminary plan phase. The Project Review Committee shall not have regularly scheduled meetings. However, any member of the Project Review Committee may request the Committee meet to discuss the impacts of the project that has reached the preliminary plan phase. Upon such request, the Project Review Committee shall convene within 30 days.
- f. The City and ARD agree individually to assume rehabilitation and maintenance responsibility for the following specific tasks for those city parks listed in Paragraph (g), below. The City and ARD also agree to work together, as necessary, to perform these tasks by sharing equipment and labor when appropriate or if tasks not specified arise during the term of this agreement. Such performance shall be agreed to in writing beforehand by the City Manager and District Manager of the City and ARD, respectively. Vandalism shall be repaired by agency responsible for the items/tasks vandalized.

ARD Responsibilities

- i. Garbage collection and clean up within the parks on a daily basis.

- ii. Landscape maintenance. This shall include mowing (2 times per month during the months of April thru November, leaf blowing (1 time per week during the months of October thru January, trimming (1 time per month) and weed eating in Auburn Ravine 2 times during the months of April thru July (with additional weed eating as needed) and brush removal. Also includes graffiti inspection/removal (1 time per week).
- iii. Electrical infrastructure, including lighting fixture maintenance.
- iv. Water fountain repair and maintenance.
- v. Minor repairs to bridges, decks and walkway structures.
- vi. Maintenance of the creek to prevent dams created by park users or fallen timber.

City of Auburn Responsibilities

- i. Fencing.
 - ii. Major repairs or replacements of bridges, decks and walkway structures.
 - iii. Irrigation and backflow devices.
 - iv. Large tree maintenance/removal.
- g. The obligations in Paragraph 2(f) of this MOU only apply to the following City parks:
- i. Bicentennial Park.
 - ii. Chana Park.
 - iii. Herschel Young Park.
 - iv. Auburn Ravine Trail.
- h. The following pocket parks are specifically excluded from the obligations on Paragraph 2(f) of this MOU, and shall be the sole responsibility of the City:
- i. Clock Tower Park.
 - ii. Tennis Way Park.
 - iii. Livingston Building Park.
 - iv. Court View Park.
 - v. East Placer Park.
 - vi. Maple Street Park.
 - vii. Magnolia Street Park.
 - viii. Conheim Train Station.
 - ix. The Lewis Street Park
 - x. School Park Preserve
- i. ARD agrees to provide the services in Paragraph 2(f) in accordance with the attached ARD facilities maintenance policy, when applicable.
- j. City and ARD staff members shall meet quarterly to review each Party's obligations under this Agreement.

3. City Enforcement of Applicable Laws.

- a. ARD hereby authorizes and consents to the City enforcing ARD rules, regulations and ordinances and other applicable laws, including, but not limited to, the Auburn Municipal Code, when necessary and appropriate within properties owned, operated, or controlled by the ARD lying within incorporated areas of the City.
- b. The City has sole discretion to make enforcement decisions and determine the level of service provided under this section of the MOU. In the event of a conflict between laws, codes, rules, and/or regulations, the City may in its sole discretion choose which to enforce. The City alone shall control and determine the performance of personnel providing the services under this section of this MOU, including, but not limited to, the standards of personnel performance and discipline.
- c. The City will not charge ARD for services rendered under this section of this MOU; provided, however, that ARD will reimburse the City for any legal and/or hearing officer services necessary to implement this section of this MOU, including, but not limited to, costs the City's Police Department incurs in administrative enforcement under chapter 10.80 et seq. of the Auburn Municipal Code, from the initial investigation, administrative hearing, and up to and including appearances in court(s).
- d. The City reserves the right to reopen this agreement at any time to discuss cost sharing of emergency services, should the City see a rise in demand and said services.

only applies to civil not crim

of

4. Indemnification, Term, and Termination

- a. ARD shall indemnify, defend, and hold the City, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damage arising out of the performance of this section of the MOU, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent, intentional, or wrongful acts or omissions of ARD, its officers, agents, or employees.
- b. The City shall indemnify, defend, and hold ARD, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damage arising out of the performance of this section of the MOU, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent, intentional, or wrongful acts or omissions of City, its officers, agents, or employees.

- c. The term of this MOU shall be five years. This MOU may be terminated by either party for any reason and at any time by giving the other party 120 days written notice. This MOU may be amended at any time with concurrence of the Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed on the date listed below.

City of Auburn

Auburn Recreation District

Robert Richardson
City Manager

Kahl Muscott
District Administrator

Date

Date

Attest:

Amy Lind
City Clerk

Date

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF AUBURN AND AUBURN RECREATION DISTRICT
PARK IMPACT MITIGATION FEES AND
PARK REHABILITATION AND MAINTENANCE**

WHEREAS, the City of Auburn (herein "City"), and the Auburn Recreation District (herein "ARD"), are desirous of establishing an agreed joint policy for the handling and use of Park Impact Mitigation fees; and

WHEREAS, the City and ARD are desirous of ensuring that the rehabilitation and maintenance of all parks within the limits of the City are performed in a suitable and timely manner; and

WHEREAS, the City and ARD have conferred on these matters and are now desirous of entering into this memorandum of understanding (MOU). The City and ARD hereby agree that:

1. Starting September 30 of each year, at the end of each quarter, the City shall convey to ARD Park Impact Mitigation Fees collected by the City.
2. City and ARD agree that City Park Impact Mitigation Fees will be spent within the City Sphere of Influence, with a minimum of fifty percent (50%) of said fees being spent within the city limits.
3. ARD agrees that it shall provide to the City, by August 31 of each year, the following reports:
 - a) A report which details the expenditure of Park Impact Mitigation Fees forwarded to ARD in the preceding fiscal year. The report shall detail the projects and costs expended for each project; and
 - b) A report which details the proposed expenditures of Park Impact Mitigation Fees to be conveyed to ARD in the current fiscal year. The report shall detail the projects and costs to be expended for each project.
4. City and ARD agree individually to assume rehabilitation and maintenance responsibility for the following specific tasks for those city parks listed in Paragraph 5, below. The City and ARD also agree to work together in performing these tasks by sharing of equipment and labor when appropriate:

Auburn Recreation District

- a. Garbage collection and clean up within the park.
- b. Electrical and water infrastructure.
- c. Large tree maintenance.
- d. Minor repairs to bridges, decks and walkway structures.

City of Auburn

- a. Landscape maintenance.
- b. Fencing.
- c. Major repairs or replacement of bridges, decks and walkway structures.

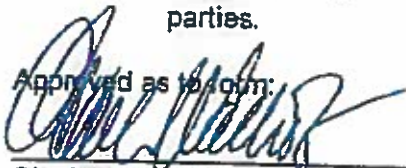
Existing

5. The following City parks, only, are covered by this MOU, said parks being shown on Exhibit "A" of this Agreement:
 - a. Bicentennial Park.
 - b. Chana Park.
 - c. Herschel Young Park.
 - d. Auburn Ravine Trail

6. Specifically excluded from this MOU are the following pocket parks within the City, which shall be the sole responsibility of the City:
 - a. Clock Tower Park.
 - b. Tennis Way Park.
 - c. Livingston Building Park.
 - d. Court View Park.
 - e. East Placer Park.
 - f. Maple Street Park.
 - g. Magnolia Street Park.
 - h. Train Depot Park.

7. The levels of maintenance provided by ARD in Paragraph 4 is agreed to be in keeping with present ARD facilities maintenance policy.

8. The term of this MOU shall be one year, with an automatic renewal at the end of each year unless terminated or amended. This MOU may be terminated by either party for any reason at any time by either party giving the other party 120 days written notice. This MOU may be amended at any time with concurrence of the parties.

Approved as to form:


 Charles Wachob, City Attorney

Dated: 9-21-01

City of Auburn
 By: 

 Alice Dowdin Singh, Mayor

Dated: 8-23-01

Auburn Recreation District
 By: 

 Scott Holbrook, Chair

Existing

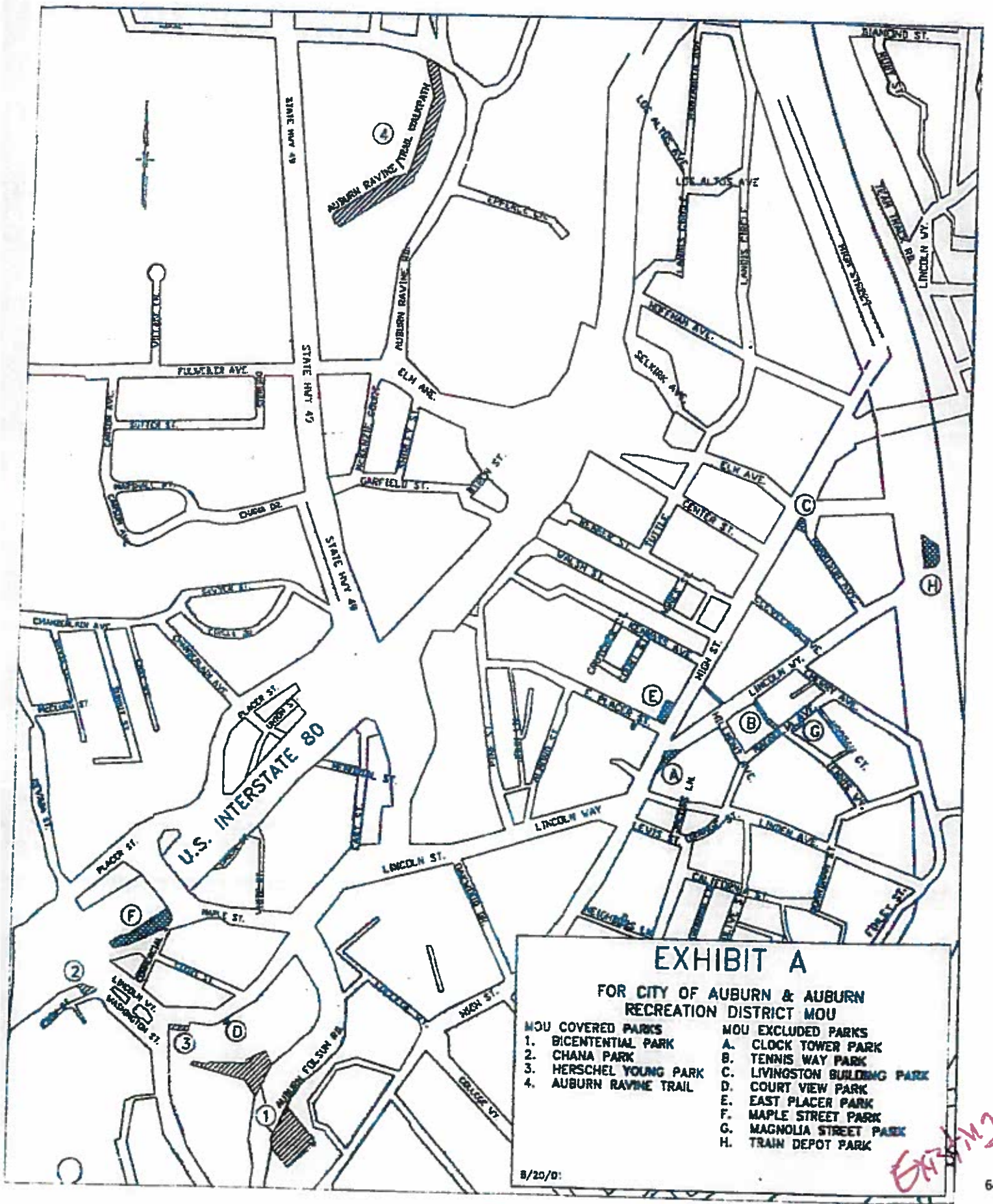


EXHIBIT A

**FOR CITY OF AUBURN & AUBURN
RECREATION DISTRICT MOU**

<p>MOU COVERED PARKS</p> <ol style="list-style-type: none"> 1. BICENTENNIAL PARK 2. CHANA PARK 3. HERSCHEL YOUNG PARK 4. AUBURN RAVINE TRAIL 	<p>MOU EXCLUDED PARKS</p> <ol style="list-style-type: none"> A. CLOCK TOWER PARK B. TENNIS WAY PARK C. LIVINGSTON BUILDING PARK D. COURT VIEW PARK E. EAST PLACER PARK F. MAPLE STREET PARK G. MAGNOLIA STREET PARK H. TRAIN DEPOT PARK
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8/20/01

EXHIBIT A

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RESOLUTION NO. 01- 106
RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING
WITH AUBURN RECREATION DISTRICT

THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

That the City Council of the City of Auburn does hereby authorize and approve the Memorandum of Understanding between the Auburn Recreation District and the City regarding Park Impact Mitigation Fees and park rehabilitation and maintenance with the City of Auburn. A true and correct copy of the Memorandum of Understanding is attached hereto as Exhibit "A" and incorporated herein by this reference.

The City Manager of the City of Auburn is authorized and directed to execute this Memorandum of Understanding on behalf of the City of Auburn.

DATED: August 27, 2001

Alice Dowdin Singh
ALICE DOWDIN SINGH, Mayor

ATTEST:

Joseph G. R. Labrie
Joseph G. R. Labrie, City Clerk

I, Joseph G. R. Labrie, City Clerk of the City of Auburn, hereby certify that the foregoing resolution was duly passed at a regular meeting of the City Council of the City of Auburn held on the 27th day of August 2001 by the following vote on roll call:

Ayes: Hale, Maki, Sands, Dowdin Singh, Taylor
Noes: None
Absent: None

Joseph G. R. Labrie
Joseph G. R. Labrie, City Clerk

Existing

Item 7.2 Cover sheet – Amending 2019/2020 Project List

Auburn Area Recreation and Park District Acquisition and Development Committee September, 2019; Board of Director’s meeting September 26, 2019; A&D Committee October, 2019; Board of Directors meeting October 30, 2019

The Issue

Shall the Auburn Recreation District amend the existing 2019/2020 Project List to coincide with the FY 19/20 Budget Revision?

Background

The ARD Board of Directors approved the 2019/2020 Project List in March, 2019. As staff prepared the budget revision for FY 2019/2020, a proposed revision was also made to the 2019/2020 Project List.

A list of those proposed revisions, as well as a spread sheet showing those revisions, is attached.

District Policy, Section H states:

3. Project List: The yearly Project List may include all funded items from that Fiscal Year’s Capital Improvement Plan plus all planned General Fund projects costing an estimated \$5,000 or more. The Project List may be amended throughout the year if a project is identified after the creation and approval of the list. The Project List should be presented to the Board for approval by May of each Fiscal Year.

Special note: to complete the projects as described over the next 3 – 4 years, staff is recommending that funding to develop the 24-acre project largely rely on grant funding and County mitigation funds. Staff is recommending, and showing in this proposed amendment, the removal of all ARD Future Cap Reserve funds for the development of the property.

Recommendation for Board of Directors

Review and approve of the amended 2019/2020 Project List.

The A&D Committee reviewed the 2019/2020 Project List amendment at the October 21st Committee meeting, along with the consideration of adding electricity to the Winchester Park baseball field. The Committee recommended approving both and combing the two items in to one. For a better explanation of the Winchester Park electric upgrades, see the attached description of proposed amendments.

Fiscal Impact

The estimated costs and proposed funding for each project are included on the project list.

Attachments

FY 2019/2020 Project List (with updates **highlighted**)

FY 2020/2021 – 2023/2024 Project Lists (with moved projects **highlighted**)

Description of proposed amendments to FY 2019/2020 Project List

Auburn Recreation District Five Year Project List

Project List

2019/2020

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind	Equip. Res.
25,032 845,098 617,038 487,720 46,800 872,282										
<i>Recreation Park</i>										
James Field major renovation	412,600				300,000		112,600			
Wheelchair Swing	60,000						30,000	30,000		
Parking lot Repairs	10,681		10,681							
Locker room Floor	25,000				25,000					
<i>Rolliehead Park</i>										
Rotary Beautification Project	24,014		7,214					16,800		
<i>Regional Park</i>										
POT for South end Playground	19,525				19,525					
<i>24 Acre Preliminary work</i>										
Planning/CEQA	190,000				190,000					
<i>Christian Valley Park</i>										
Tutor Totter Floor Replacement	5,000		5,000							
<i>CVCC</i>										
Blake Park	370,000				107,700	117,300	145,000			
<i>Winchester</i>										
Electrical/Water Upgrades	15,000		15,000							
<i>Overlook Park</i>										
Restroom-ADA-upgrades					-35,000					
<i>All Parks</i>										
TOTAL	1,131,820	-	37,885	0	642,225	117,300	287,600	46,800	0	0
Estimated Balance Remaining				25,032	202,873	499,738	200,120	0	0	872,282

Note: Assumes \$50,000/year in County Mitigation Fees
 Note: Assumes \$50,000/year in ADA reserve funds
 Note: Assumes \$10,000/year in city mitigation
 Note: Assumes \$25,000 added to FCC per year
 Note: Reserve amount includes Future Capital Const. Reserve + Cell Tower Reserve
 Note: Assumes \$50,000/year in Equipment Reserve funds

1,131,820 all projects
 37,885 Less: General Fund
 1,093,925 Capital Impr Projects
 642,225 Reserves
 451,700 Project Revenue
 1,093,925 Funds for Projects

Auburn Recreation District Five Year Project List

Project List

2020/2021

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	Mt. Vermon proceeds	Equip. Res.
See Note										
Estimated balance										
			30,032	227,873	549,738	210,120	725,000	400,000	922,282	
Recreation Park										
Front Playground	120,000						120,000			
North Playground, new path of travel	30,000						30,000			
Stella Dance Floor Replacement	10,000		10,000							
Meadow Vista										
Parking lot reseal/resurface	10,000			10,000						
Christian Valley Park										
Tulor Totter Roof	45,000		45,000							
Placer Hills Park										
Path of Travel to Pool	10,000		10,000							
Overlook Park										
Restroom ADA upgrades	35,000			35,000						
24 Acre Property										
Phase I	1,542,441				539,000			603,441	400,000	
Bike Park Phase II	200,000			80,000				120,000		
CVCC										
TOTAL	2,002,441	0	65,000	0	125,000	539,000	150,000	723,441	400,000	0
Estimated Balance Remaining										
			30,032	102,873	10,738	60,120	1,559	0	922,282	

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

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

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

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

Note: Reserve amount includes Future Capital Const. Reserve + Cell Tower Reserve

Note: Assumes \$50,000/year in Equipment Reserve funds

Note: Assumes \$215,000 from per capita (Prop 68) and \$150,000 from trail grant and additional \$360,000 grant

2,002,441	all projects	125,000	Reserves
65,000	Less: General Fund	1,812,441	Project Revenue
1,937,441	Capital Impr Projects	1,937,441	Funds for Projects

Auburn Recreation District Five Year Project List

Project List

2021/2022

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind	Equip. Res.
Estimated balance										
				35,032	127,873	60,738	70,120	350,000		972,282
Meadow Vista										
Signage	1,200			1,200						
Recreation Park										
Regional Park										
Pond leak Repair	95,000				95,000					
Phase II	425,000				10,000	60,000	10,000	350,000		
TOTAL	521,200	0	0	1,200	105,000	60,000	10,000	350,000	0	0
Estimated Balance Remaining										
				33,832	22,873	738	60,120	0	0	972,282

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

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

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

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

Note: Reserve amount includes Future Capital Const. Reserve + Cell Tower Reserve

Note: Assumes \$50,000/year in Equipment Reserve funds

Note: Assumes \$350,000 additional grant

526,200 all projects

Less: General Fund

526,200 Capital Impr Projects

105,000 Reserves

421,200 Project Revenue

526,200 Funds for Projects

Auburn Recreation District Five Year Project List

2022/2023

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind	Equip. Res.
1,022,282										
38,832 47,873 50,738 70,120										
<i>Regional Park</i>										
Tennis/pickleball courts surfaces	-150,000									
Tennis Court Path of Travel	41,500			21,500	20,000					
Kiosks	10,000			5,000	5,000					
Pond mucking	75,000									
Walking pathway extension, Dry Creek end	265,000									
<i>Recreation Park</i>										
<i>Meadow Vista Park</i>										
Pond Island renovation	-100,000									
TOTAL	641,500	0	0	26,500	25,000	0	0	0	0	0
38,832 21,373 25,738 70,120										
Estimated Balance Remaining										

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

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

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

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

Note: Reserve amount includes Future Capital Const. Reserve + Cell Tower Reserve

Note: Assumes \$50,000/year in Equipment Reserve funds

51,500	all projects	26,500	Reserves
-	Less: General Fund	25,000	Project Revenue
51,500	Capital Impr Projects	51,500	Funds for Projects

Auburn Recreation District Five Year Project List

2023/2024

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind	Equip. Res.
				43,832	46,373	75,738	80,120	115,000		1,072,282
Recreation Park										
Spray park (replace splash pool)	300,000				45,000	75,000	65,000	115,000		
TOTAL	300,000	0	0	43,832	45,000	75,000	65,000	115,000	0	0
Estimated Balance Remaining				43,832	1,373	738	15,120	0	0	1,072,282

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

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

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

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

Note: Reserve amount includes Future Capital Const. Reserve + Cell Tower Reserve

Note: Assumes \$50,000/year in Equipment Reserve funds

Note: Assumes \$115,000 additional grant

300,000	all projects	45,000	Reserves
-	Less: General Fund	255,000	Project Revenue
<u>300,000</u>	Capital Impr Projects	<u>300,000</u>	Funds for Projects

FY 2019/2020 Project List Mid-Year Revision

The following is a brief discussion of the **changes** proposed for the final mid-year revisions to the FY 2019/2020 Project List

James Field major renovation: Increased the estimated cost to **\$412,600**, to include power for scoreboard.

James Field Lighting re-wiring: **Removed** last month's estimate, due to recommendation from electrical engineer.

Stella Dance Floor replacement: Moved to FY 20/21.

Meadow Vista Parking lot reseal/re-stripe: Moved to FY 20/21.

Christian Valley Park Tutor Totter Building: Moved to FY 20/21, increased to \$45,000.

Christian Valley Park Tutor Totter Building Floor Replacement: lowered to \$5,000.

Maidu Dr. Repairs: removed from the list.

Bike Park: Increased the estimated cost to **\$370,000**, based on Board action at 10/1/19 special meeting.

Overlook Restroom ADA upgrades: **Moved to FY 20/21.**

Winchester Park baseball field electric improvements: as this item was suspended from the previous review, a more detailed description is included here:

The only power in the park is for the irrigation pump. The Sierra Foothill Little League (SFL) met with staff to discuss how to get power pulled to area behind home plate. This power would be used for the score booth/snack bar, pitching machine use and eventually a system that will allow for watering of the infield during games and practices (currently there is no way to water the infield dirt).

Staff received a quote from Norris Electric to pull power to the area. The quote for this work was \$15,009. If approved, ARD staff will seek two other quotes.

Over the past year, ARD has seen an increase of use in the Winchester Park baseball field. This past year saw \$4,300 in rentals from the SFL, up from approximately \$1,300 in previous years.

It should also be noted that SFL is proposing to assist with bringing in the infrastructure needed for the infield water. This would include a holding tank, pump, and lines to a quick coupler. SFL will be seeking donations and reduced cost equipment in return for some relief on rental fees.

Special Note: To complete the projects as described over the next 3-4 years, staff is recommending that funding to develop the 24-acre project largely rely on grant funding and County mitigation funds. Staff is recommending, and showing in this proposed amendment, the removal of all ARD Future Cap Reserve funds for the development of the property.

Item 7.3 Cover Sheet for Mid-Year Update of Obsolescence List

Auburn Area Recreation and Park District Finance Committee meeting October, 2019; Board of Directors' meeting October, 2019.

The Issue: Should the Board of Directors approve the updated 5-Year Obsolescence List?

Background: Each year staff updates the five-year obsolescence list during the annual Budget Revision to advise the Board of the District's equipment needs for the coming fiscal year as well as for the subsequent four years. The list is compiled with the input of the Facilities and Grounds Manager and Supervisor. The equipment list is contained within our financial statements as "fixed assets, equipment" and represents a running tabulation of several years of purchases in amounts generally over \$5,000.00, slated to be funded from the Equipment Reserve.

Each year, aforementioned staff review needs for replacement and/or needs for new equipment to be purchased. A life expectancy is assigned to each piece of equipment and the list reflects the replacement needs according to the expected life span. In some cases, equipment is deemed to be in good operating condition and is re-classified for replacement the following year or later. In other cases, equipment is identified as needing immediate replacement within the subject fiscal year.

Funding for the obsolescence list comes from the Equipment Reserve which currently contains \$867,282. Based on cash reserves at any particular moment, staff may opt to pay for some equipment from the General Fund rather than deplete the Equipment Reserve. As this is a timing issue at purchase, the attached 5-year list currently shows all purchases to be paid from the reserve at this time. Note that each year of the list shows a balance forward of funding from the previous year and adds the required \$50,000.00.

The Finance Committee requested that staff research options for the District to keep a minimum of \$250,000 balance in the Equipment Reserves. As it has in year's past, staff has opted to pay for some of the assets with general funds to save from depleting the Equipment Reserves for FY 2019/2020. In addition, staff is recommending \$25,535 be transferred into the Equipment Reserves for FY 2019/2020 in addition to the required \$50,000. Planning ahead, staff recommends a \$28,000 transfer in addition to the required \$50,000 for the FY's 2022/2023, 2023/2024 & 2024/2025 as well; excluding FY 2021/2022 due to budgetary constraints. These additional contributions will produce a \$250,000 balance in FY 2024/2025.

Note that each year of the list shows a balance forward of funding from the previous year and adds the following:

- \$50,000.00 + \$25,535 in FY 2019/2020
- \$50,000 in FY 2021/2022
- \$50,000+28,000 in FY 2022/2023
- \$50,000+28,000 in FY 2023/2024
- \$50,000+28,000 in FY 2024/2025.

Recommendation:

The Standing Finance Committee had a recommendation approving the revised Obsolescence List for the adoption by the Board of Directors.

Attachment: Obsolescence List.

Auburn Recreation District Park Obsolescence List

2019/2020

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Orig Repl Date	Year to be Replaced	New Acquisition Cost	Equip Reserve	General Fund
Estimated balance							897,817	0
1994 Jacobsen Turfcut T422D W/72" Discharge Deck (per Jesse)	1994	\$13,500	10	2004	2019		\$40,000	
Jacobson 1800G Tri King Mower	2003	\$19,176	10	2013	N/A	(keeping, now - not for replacement)		
Turfstar Western 010-Reelmaster 7000-D T4F Deisel			10	New	2019		\$90,265	
Cushman #8 32 HP Truckster w/Flatbed	2003	\$18,183	10	2015			\$0	\$20,000
Tutor Toter HVAC	2008	\$3,611	15	2023	2019	\$5,597		
Winchester Park irrigation pump/motor	2002	\$4,600	8	2010			\$0	\$6,000
Ashford Park irrigation pump/motor	2012	\$4,600	8	2020			\$0	\$6,000
Regional filter at pump	unk	Unknown	20	2018	2018	\$125,983	125,983	
Sierra Pool Strantol Chemical Feeder	2004	3,709	15	2019	2019	\$9,008	\$0	\$9,008
PH Pool Strantol Chemical Feeder	unk	Unknown	15	2019	2019	\$1,864	\$0	\$3,092
MV Slide Replacement	1992	Unknown	10	2019	2019		\$0	\$10,000
Placer Hills Pool Heater	unk	Unknown	15	2019			\$14,000	
Sierra Pool Umbrella #1 of 3	2016	\$807	3	2019	2019	\$831		\$831
Auto ADA Door for CVCC			8	New				\$5,000
TOTAL							275,845	39,931
Estimated Balance Remaining							621,972	

Auburn Recreation District Park Obsolescence List

2020/2021

FUNDING SOURCE

Estimated balance		Orig		year to be	New		671,972		0
ITEM	Acquired	Purchase \$	Life	Repl Date	Replaced	Acquisition Cost	Equip Reserve	Genl Fund	
John Deere Gator	2011	\$9,016	10	2021	2021	\$16,400	\$20,000		
Rec Park Server #1	2013	9,000	5	2018	2020	10,000	11,000		
Rec Park Server # 2	2013	3,000	5	2018	2020	3,000	\$0	\$3,000	
Sierra Pool Umbrella #3 of 3	2012	800	7	2019	2020	807	0	\$807	
CVCC server	2013	9,000	5	2018	2020	10,000	11,000		
Circulation pump motor, Sierra Pool	2005		8	2015	2020	\$5,050	\$0	\$6,200	
Recreation Park irrigation pump/motor	2006	\$4,600	8	2014	2020	\$10,100	\$10,100		
Rec Park offices carpet (600 sq.ft. est) REC only	2006		12	2018	2019	\$2,300	\$0	\$2,300	
Recreation Park Modular #2 HVAC	unk		15	2016	2020	\$5,800	\$0	\$7,500	
Auburn El Modular #2 HVAC	unk		15	2018	2020	\$5,800	\$0	\$5,800	
Regional gym heater #1	2015	\$13,132	15	2015	2020	\$14,500	\$14,500		
Rec building - Youth services office HVAC	unk		15	2016	2020	\$10,000	\$10,000		
CVCC 6 ton #2 HVAC	2003	\$9,760	15	2018	2020	\$13,000	\$13,000		
CVCC 7.5 ton #2 HVAC	2003	\$12,200	15	2018	2020	\$15,000	\$15,000		
TOTAL							104,600	25,607	
Estimated Balance Remaining							567,372		

Auburn Recreation District Park Obsolescence List

2021/2022

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Orig		New		Equip Reserve	General Fund
				Repl Date	Replaced	Acquisition Cost	Year to be Replaced		
Estimated balance								645,372	0
2005 Ford Ranger vin 09012 unit 00	2005	\$11,000	15	2015	2022	\$25,500		\$30,000	
2005 Dodge 2500 vin 831735 unit 24	2005	\$21,410	15	2020	2022	40,000		\$40,000	
Gator Cart #5	2012	9,200	10	2022	2022	16,500		\$20,500	
Commercial Refrigerator (CVCC)	2002	\$1,962	15	2017	2020	\$2,320		\$0	\$2,320
Regional Park Scoreboard for C Field	2002	2,367	20	2022	2022	\$3,000		\$0	\$3,000
Daktronics scoreboard, Recreation Park gym	2005	\$3,468	10	2018	2020	\$3,540		\$0	\$3,540
Regional Park Varsity gym scoreboard	2007	3,053	10	2017	2020	\$3,230		\$0	\$3,230
Advance 320 Floor Scrubber	1992	\$4,000	30	2022	2022	5,200		\$0	5,200
Rec Park lobby and hallway carpet (2500 sq.ft.)	2012	\$9,900	10	2022	2022	10,900		10,900	
Rec Park offices carpet (800 sq.ft. est)(YS/CS)	2006		12	2018	2021	\$3,100		\$0	\$3,100
Regional gym roof	2007	\$20,000	15	2022	2022	21,000		21,000	
Lakeside Room carpet (1,365 sq.ft.; carpet tiles)	2007	4,500	15	2022	2022	5,400		\$0	5,400
Turfco top dresser	2005	11,779	15	2015	2021	\$12,200		\$12,200	
3.5 ton roller	2006	13,942	10	2016	2022	\$14,200		\$14,200	
Sierra Pool Sweep	2013	4,860	5	2018	2022	5,100		\$0	\$5,100
Sierra Pool Umbrella #1 of 3	2018	\$808	3	2021	2021	\$830		\$0	\$830
Rec Gym exhaust fans	2006	\$15,127	15	2021	2021	15,127		\$15,127	
Regional gym heater #2	2015	\$13,132	15	2015	2020	\$14,645		\$14,645	
CVCC 6 ton #3 HVAC	2003	\$9,760	15	2018	2020	\$13,000		\$13,000	
CVCC 7.5 ton #1 HVAC	2003	\$12,200	15	2018	2020	\$15,000		\$15,000	
Regional Portable Shade Structure	2011	3,556	10	2021	2021	\$3,900		\$0	\$3,900
TOTAL								206,572	35,620
Estimated Balance Remaining								438,800	

Auburn Recreation District Park Obsolescence List

2022/2023

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Orig		year to be Replaced	New	516,800	
				Repl Date	Repl			Equip Reserve	General Fund
Estimated balance									0
John Deere Gator #1	2013	\$8,080	10	2023		2023	\$16,700	\$20,700	
2007 Ford Ranger vin 56762 unit 5	2007	\$11,327	15	2017		2022	\$25,500	\$30,000	
2007 Ford Ranger vin 95264 unit 10	2007	\$11,000	15	2017		2022	\$25,500	\$30,000	
Gator Cart #6	2012	9,200	10	2022		2022	\$16,500	\$20,500	
Rec building - cust serv. HVAC	2008	\$6,038	15	2023		2023	\$11,500	\$11,500	
Rec building - Cust. Serv. Office HVAC	2008	\$6,038	15	2023		2023	\$5,500	\$0	\$5,500
Rec building - lobby HVAC	2008	\$9,000	15	2023		2023	\$9,000	\$9,000	
Rec building - Women's Restroom Heater	2008	\$2,000	15	2023		2023	\$2,300	\$0	\$2,300
Regional Facility Attendant office HVAC	2008	\$8,000	15	2023		2023	\$8,000	\$8,000	
Circulation pump, Splash pool	2015	4,600	8	2023		2023	5,000	0	5,000
Sierra Pool Pump (Johnson Controls)	2008	\$5,393	8	2016		2022	\$6,200	\$6,200	
Sierra Pool Umbrella #2 of 3	2019	807	7	2019		2019	\$830	\$0	\$830
CVCC 5 ton HVAC	2003	\$8,135	15	2018		2020	\$12,000	\$12,000	
CVCC 8 ton HVAC	2003	\$13,015	15	2018		2020	\$16,000	\$16,000	
TOTAL								163,900	13,630
Estimated Balance Remaining								352,900	

Auburn Recreation District Park Obsolescence List

2023/2024

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Orig		year to be		New		Equip Reserve	General Fund
				Repl Date	Repl	Replaced	Acquisition Cost				
Estimated balance										430,900	0
Jacobsen reel mower	1994	UNK	30	2024		2024		\$24,000		\$24,000	
2007 Ford F-250 4WD vin 63864 unit 8	2007	\$24,237	15	2017		2021		\$35,700		\$40,000	
2007 Ford Ranger vin56761 unit 19	2007	\$11,327	15	2017		2022		\$25,500		\$30,000	
John Deere 1600 Mower #3	2013	\$53,000	10	2023		2023		\$58,300		\$58,300	
John Deere Gator #2	2013	\$8,080	10	2023		2023		\$16,700		\$20,700	
Brush Mower FH541VB15586 (Pull Behind)	2009	\$3,189	10	2019		2022		\$3,500		\$0	\$3,500
1994 Challenge Air Compressor	1994	\$3,500	30	2024		2024		\$4,600		\$0	\$4,600
Honda UE2000i Generator	2014	2,256	10	2024		2024		\$2,500		\$0	\$2,500
Sierra Pool Cover	2018	\$7,529	5	2023		2023		\$7,900		\$7,900	
PH Pool Cover	2018	\$2,724	5	2023		2023		\$2,900		\$0	\$2,900
Sierra Pool Umbrella #3 of 3	2021	830	7	2019		2020		850		0	\$850
TOTAL										180,900	
Estimated Balance Remaining										250,000	

Item 7.4 Cover Sheet Resolution #2019-28 Final Budget Revision for Fiscal Year 2019/2020

Auburn Area Recreation and Park District Standing Finance Committee meeting October, 2019;
Board of Directors' meeting October, 2019.

The Issue: Shall the Auburn Area Recreation and Park District approve the Mid-Year 2019/2020 revised budget and adopt Resolution 2019-28?

Background: On an annual basis, the District is required to prepare and submit for approval a mid-year adjusting budget for the balance of the fiscal year. Such adjustments are made when circumstances change between the time the Board of Directors approves the final budget in March of each year, and the ensuing six months of actual revenues and expenditures.

The attached budget summary sheet contains the final approved budget, by department, and the proposed mid-year adjustments recommended by staff.

Some of the highlights of the revision:

Administration:

Increase of Tax Revenue

Aquatics

1. Reduction of Sierra Pool maintenance expenses.
2. Increase of Assets for Sierra and Placer Hills pools.

Customer Service

No major changes

Facilities and Grounds

1. Increased Grants, due to the Rotary contributions.
2. Increase in budgeted Maintenance.
3. An Increase of \$47,000 in Wages and Benefits for new staff.
4. An Increase of \$12,000 over original budgeted Assets.
 - a. Increase of \$25,000 for a Turfstar Reelmaster Mower

- b. Added Placer Hills Pool Heater for \$14,000.
- c. Moved Stella Room Dance Floor to FY '20-'21, reducing budgeted assets by \$15,000.
- d. Installed Regional Filter pump for a \$34,000 savings, reducing the Asset budget.
- e. Installing New Slide at Meadow Vista, increasing Asset budget by \$10,000.
- f. Installing New ADA Door for CVCC, increasing Asset budget by \$5,000.

5. Increased Projects by \$137,000.

- a. James Field renovation needed to be increased by \$162,600.
- b. Bike Park increased by \$50,000, for irrigation and ADA pathway.
- c. Increased the Wheelchair swing by \$30,000 to reflect actual anticipated cost.
- d. Reduced Recreation Park Parking lot repairs by \$4,400 to reflect actual cost.
- e. Added the Railhead Rotary Project for \$24,000, that was primarily funded by the Rotary Clubs of Auburn.
- f. Reduced the Path of Travel for the Regional Park Playground by \$20,000 to reflect the savings on that project.
- g. Reduced the Tutor Totter Floor replacement project by \$10,000.
- h. Postponed the Meadow Vista Parking lot Project, and Placer Hills Parking lot reducing the budget by \$20,000.
- i. Postponed the Tutor Totter Roof to FY '20-'21, reducing budgeted projects by \$22,000.
- j. Added the Winchester Electrical upgrade for \$15,000.
- k. Postponed the Overlook ADA Restroom Improvement, reducing the budget by \$35,000.

Recreation

Program Revenues increased by \$23,000 from Youth Programs.

Youth Services

- 1) Youth Services' revenue was increased by \$64,000.
- 2) Professional expenses increased by \$24,000 due to new necessary software costs.

Overall, 2019/2020 is anticipated to be a steady year with modest increases in revenues and with expenses under control. RDA pass throughs that the District has received continued, with over \$66,000 received so far in fiscal 2019/2020. The pass throughs have been received since 2009 and will eventually end since the RDA diverted funds from ARD for about ten years, and once they are all “paid back” the District will cease to receive any further funds. We have budgeted for \$66,000 for 2019/2020.

The net result of the mid-year adjustments is a projected surplus of \$10,856 after required reserves and the proposal to fund the Future Capital Construction Reserve in the amount of \$50,000 and the proposal to fund the Equipment Reserves in the amount of \$25,535, in addition to the required \$50,000.

Recommendation: The Standing Finance Committee had a recommendation approving the Final Mid-Year Revision for 2019/2020 for the adoption by the Board of Directors.

Attachments: Summary 2019/2020 budget
Departmental Budgets
Resolution 2019-28

**AUBURN AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY**

2019/2020 Mid-Year Revision Budget

Program revenue	Facility revenue	Misc. revenue	Grants	Interest revenue	Project revenue City Mitigation	Project revenue County Mitigation	Tax revenue	Transfer In from Future Cap & ADA Resv	Atwood III taxes	RDA passthru	Transfer in from Equip Reserves	TOTAL	% of Total
Administration		31,360		61,120			3,242,280		66,128	56,128	3,400,888	52%	
F&G	160,657	4,150	49,350	7,290	306,600	275,300	642,225		21,863	275,045	1,744,280	27%	
Recreation	379,670										17,210	0%	
Youth Services	803,590										396,110	6%	
Aquatics	124,690										807,490	12%	
TOTAL	1,325,160	43,460	57,840	68,410	306,600	275,300	3,242,280	642,225	22,863	66,128	275,845	6,503,688	100%

4.7

Program expense	Operations & supplies	Utilities expense	Prof. expense	Building & grounds	Property Tax administ Election cost	Wages	Benefits & expenses	Fixed assets	Capital Improve. gent fund	Capital Improve. service	Debt service	Contingency Reserve (ADA reserve)	Eq Res. GASB	TOTAL	% of Total
Administration	124,984		58,354		61,820	352,360	116,470							45,800	0%
F&G	143,927	192,840	37,250	500,127	1,023,880	522,300	310,845	310,845	1,093,925	37,895	2,000	55,000	5,899,989	759,788	12%
Cust. Service	55,040		1,360			148,770	55,950							261,100	61%
Recreation	208,660		190			171,540	66,570	2,390						515,356	4%
Youth Services	39,430		1,770	3,850	517,870	139,938	2,400	2,400						738,934	8%
Aquatics	8,910	3,580		42,120		130,090	21,760	12,100						242,130	17%
TOTAL	257,000	403,173	218,180	546,097	61,820	2,344,510	922,968	327,735	1,093,925	37,895	2,000	100,800	6,417,297	6,417,297	100%

Transfer to Future Capital Construction Reserve
Transfer to Obsolescence Reserve

50,000
25,535

Net Revenue

10,856

0.17%

BUDGET SUMMARY

2019/2020 Budget

Operating Revenues	Original Budget	% of total	Mid Year Budget	
Program Revenue	\$ 1,254,440	20.4	1,325,160	20.4
Facility Revenue	\$ 178,050	2.9	177,577	2.7
Misc. Revenue	\$ 49,790	0.8	43,460	0.7
Donations, Grant Revenue and In Kind	\$ 11,440	0.2	57,840	0.9
Interest Income	\$ 60,270	1.0	68,410	1.1
Transfer in from City Mitigation	\$ 175,000	2.8	306,600	4.7
Transfer in from County Mitigation	\$ 242,300	3.9	275,300	4.2
Tax Revenue	\$ 3,233,500	52.5	3,308,408	50.9
Transfer in from Cap Const & Equip Res	\$ 925,400	15.0	918,070	14.1
Misc (atwood etc)	\$ 26,470	0.4	22,863	0.4
Total Operating Revenue	\$ 6,156,660	100.0	6,503,688	100.0
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Expenditures	\$ 1,167,700			
Program Expense	\$ 245,940	4.0%	257,000	4.0%
Operating & Supplies	\$ 390,380	6.4%	403,173	6.3%
Utilities Expense	\$ 213,290	3.5%	218,180	3.4%
Professional Services	\$ 64,840	1.1%	101,194	1.6%
Building & Grounds Maintenance	\$ 486,890	8.0%	546,097	8.5%
Property Tax Admin.	\$ 60,950	1.0%	61,820	1.0%
Wages	\$ 2,332,460	38.2%	2,344,510	36.5%
Benefits & Payroll Costs	\$ 901,850	14.8%	922,968	14.4%
Fixed Asset Expense	\$ 307,410	5.0%	327,735	5.1%
Capital Improvement Projects Mitigation & Funds	\$ 925,000	15.2%	1,093,925	17.0%
Capital Improvement Projects General Fund	\$ 70,000	1.1%	37,895	0.6%
Debt Services	\$ 2,000	0.0%	2,000	0.0%
Reserve Deposits (ADA, Conting, GASB)	\$ 100,800	1.7%	100,800	1.6%
		0.0%		
Total Expenditures	\$ 6,101,810	100	6,417,297	100
Net Revenue Over Expenditures	54,850		86,391	
Transfer to Future Capital Construction Reserve	\$ 50,000		\$ 50,000	
Transfer to Obsolescence Reserve			25,535	
Net Revenue	4,850		10,856	
Annual Equip Replacement Fund	854,762		854,762	
Future Capital Construction Fund	887,359		887,359	
Contingency Reserve	450,000		450,000	
ADA reserve	20,032		20,032	
TOTAL RESERVES	\$ 2,212,153		\$ 2,212,153	

Administration 19-20

Revenues

Miscellaneous Revenues	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Misc. Income -w/c div and other	1,206	1,240	1,210
Verizon cell lease	30,150	30,150	30,150
501c3 receivable	-	-	-
TOTAL	31,356	31,390	31,360

Interest Income

Interest Revenue other	353	350	350
Interest Revenue - County	60,479	54,600	60,770
TOTAL	60,832	54,950	61,120

Taxes & Gov't Revenues

Current Sec Prop Tax General	2,946,113	2,917,220	2,946,110
Homeowner's Prop. Tax Reductio	22,047	22,500	22,050
Current Unsec Prop Tax General	67,032	67,000	67,030
Suppl. Prop Tax Current	89,565	85,830	89,660
Unitary & Op Non-unitary Tax	115,181	113,740	115,180
Redemptions Gen Taxes	-	-	-
Prior Unsec Prop Tax	204	110	200
Timber Tax Guarantee	1	-	-
Prior Supplemental Tax Rev	-	30	-
Prior Secured Prop Taxes	(19)	-	(20)
Railroad Unitary Prop Taxes	2,073	2,070	2,070
RDA Pass - Throughs	91,128	25,000	66,128
TOTAL	3,333,325	3,233,500	3,308,408

Total Revenues

	3,425,513	3,319,840	3,400,888
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Expenditures

Operations & Supplies	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Discounts Taken	(40)	-	(40)
Finance Charges	140	140	140
CalCard Incentive	(1,500)	(1,670)	(1,500)
Penalties	620	620	820
Donations Expense	800	-	800
Telephone (CVCC) - Admin	7,012	7,070	7,020
Postage - Admin	571	600	570
Bank Service Charges	-	-	-
Office Supplies	5,537	6,090	5,540
Duplication Costs- Admin	854	260	850
Office Equip. Rental- Admin	5,687	6,150	5,690

Admin.

Office Equip Maint - Admin	-	-	-
Dining Expense	717	720	720
Gas/Mileage Expense	1,863	1,970	1,970
General Admin Exp	120	290	120
Liability Insurance	80,832	77,890	85,834
Board Expense	3,456	1,460	3,460
misc Expense	-	900	-
Dues & Subscriptions	10,808	9,830	10,810
Staff Appreciation	-	-	-
Staff Development	2,175	2,340	2,180
Safety Supplies - Administration	-	-	-
Small Office Equipment	-	-	-
TOTAL	119,652	114,660	124,984

Legal Fees	17,720	11,940	27,720
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	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Professional Services			
Professional Services	21,524	23,454	21,524
Accounting/Auditor Fees	540	9,110	9,110
Environmental Services	-	-	-
TOTAL	22,064	32,564	30,634

Property Tax/Election Expense

Property Tax Administration	58,450	58,450	58,770
Election Expense	-	-	-
LAFCO Fees	3,049	2,500	3,050
TOTAL	61,499	60,950	61,820

	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Salaries/Wages Expenses			
Wages - Admin - Full Time	78,602	82,840	78,610
Wages - Admin - Part Time	118,337	116,300	118,900
Wages- Admin - Board Pay	30,000	30,000	30,000
Wages - District Administrator	124,837	125,650	124,850
TOTAL	351,776	354,790	352,360

Benefits & Payroll Costs

ER -Taxes - Admin (7.65%)	28,310	28,590	28,510
Employment Expense - Admin	130	130	130

Admin

Fingerprinting	60	130	60
Benefits Expense - Admin	45,468	45,230	45,930
Employer Retirement Exp	37,131	39,480	37,310
Worker's Compensation	4,525	4,480	4,530
TOTAL	115,624	118,040	116,470

Fixed Assets- Equipment

Fixed Assets	-	-	-
Computer Purchases - Admin.	-	2,000	-
TOTAL	-	2,000	-

-	-	-
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Total Expenditures

688,335	694,944	713,988
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Total Revenues	3,425,513	3,319,840	3,400,888
Total Expenditures	688,335	694,944	713,988
GASB 68 Reserve	45,800	45,800	45,800
Net Gain (Loss)	2,691,378	2,579,096	2,641,100

Admin

Customer Service 19-20 Budget Revenues

Revenue	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Out of Dist Fees	15,814	14,890	15,810
Out of Dist Fees - Bureau	1,162	1,230	1,260
Return Check Fees	140	390	140
Total	17,116	16,510	17,210
Rents & Concessions			
Total	0	0	0
Miscellaneous Revenue			
Total	0	0	0
Grant Revenue			
Total	0	0	0
Other Financing Sources			
Transfers from Equipment Reserv	0	0	0
Total	0	0	0
Total Revenues	17,116	16,510	17,210

Expenditures

Expenditures	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Cash short/over	-16	0	-10
Merchant fees	10,754	12,420	10,760
Bad Debt	304	210	300
Telephone expense	8,745	8,920	8,750
Gift certificates Given Out	585	600	590
Postage	500	0	500
Office Supplies	1,386	2,430	1,390
Duplication costs	128	570	130
Office Equipment rental	9,393	10,270	9,400
Office equipment Maintenance	4,499	4,900	4,500
Gas/Mileage Expense	668	660	670
Public Relations/Marketing	11,703	16,650	17,600
Dues and Subscriptions	15	0	20

Net Service

Safety Supplies	0	0	0
Staff Appreciation	0	0	0
Staff Development	438	0	440
Theft Expense	0	0	0
Small Office equipment	0	0	0
Total Expenditures	49,102	57,630	55,040

Prof Services	1,359	1,100	1,360
	1,359	1,100	1,360

	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Wages (F/T)	129,102	132,660	129,660
Wages (P/T)	19,115	16,960	19,110
Total	148,217	149,620	148,770

ER -Taxes - Admin (7.65%)(10.85%)	12,017	12,140	12,020
Employment Expense	0	0	0
Fingerprinting Expense	0	0	0
Benefits Expense	24,967	24,960	24,970
Employer Retirement Exp. (16.622%)	18,291	18,930	18,300
Worker's Compensation (.68% x 148%)	640	650	640
Total	55,915	56,680	55,930

Total Salaries & Benefits 204,132 206,300 204,700

	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Fixed Assets- Equipment			
Fixed Asset Purchases	0	0	0
Fixed Asset Purchases (computer)	0	0	0
	0	0	0

Total Expenditures 254,593 265,030 261,100

Total Revenues 17,116 16,510 17,210

Miss Corwin

Total Expenditures	254,593	265,030	261,100
Contingency Reserve (2% of expens	2,314	2,650	2,611
Net Gain (Loss)	-239,791	-251,170	-246,501

Customer Service

Recreation 2019-2020 Budget

Revenues	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Program Revenue			
Adult Softball	18,314	23,040	18,310
Adult Basketball	13,581	11,010	13,580
Sr. Sports	5,708	4,940	5,700
Adult Volleyball	1,020	1,630	1,020
Pickle Ball	5,843	8,000	5,840
Adult Classes	38,944	39,100	38,940
Adult Classes - Bureau	16,932	19,760	16,930
Bocce Ball	280	1,060	280
Youth Basketball	90,602	91,960	90,600
Pee Wee/Short Shots	0	0	0
Youth Classes	46,344	38,100	46,400
Youth Classes - Bureau	784	810	780
Youth Camps	29,514	21,640	39,490
Youth Camps - Bureau	19,810	14,970	19,810
Youth Sports Camp	9,716	10,450	9,720
Youth Sports Camp - Bureau	1,089	9,200	10,830
Special Events	5,853	3,240	5,850
Party in the Park	7,572	8,060	7,570
Ukulele Festival	14,628	14,090	14,190
Food Truck Fiesta	0	0	0
Great Obstacle Scramble	12,299	16,020	19,930
Dead Festival	0	0	0
Guitar Festival	4,615	4,540	4,610
Auburn Community Festival	9,295	10,010	9,290
Total Program Revenues	352,743	351,630	379,670
Misc. Revenue			
Activity Guide-Advertising Rev.	7,950	9,250	7,950
Miscellaneous Rev	0	180	0
TOTAL MISC REVENUE	7,950	9,430	7,950
Grants & Donations			
Youth Assistance Fund - In Dist	8,481	9,040	8,490
Donations - Recreation	0	0	0
TOTAL GRANTS & DONATIONS	8,481	9,040	8,490

Recreation

Total Revenues

369,174

370,100

396,110

Expenditures

Program Expenditures	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Instructors - Adult Classes	19,417	18,970	19,420
Inst - A Classes - Bureau	7,495	8,140	7,500
Instructors - Youth Classes	22,132	18,990	22,130
Inst - Y Classes - Bureau	265	80	260
Officials - Adult Softball	5,950	7,280	5,950
Officials - Adult Basketball	5,247	4,830	5,240
Officials - Adult Volleyball	0	0	0
Officials - Youth Basketball	9,430	9,430	9,430
Instructors- Youth Camp	31,245	30,540	31,240
Inst - Y Camp - Bureau	12,802	8,290	12,800
Instructors- Youth Sports Camp	5,324	0	5,320
Inst - Y Sports Camp - Bureau	0	0	6,510
Adult Softball Expense	2,363	3,370	2,370
Adult Basketball Expense	550	550	550
Adult Volleyball Expense	3,514	3,580	430
Pickle Ball/Tennis	2,115	1,530	2,110
Adult Class Expense	1,240	1,410	1,240
Bocce Ball Prog Expense	250	250	250
Youth Basketball Expense	32,919	33,070	24,510
Pee Wee/Short Shots	0	0	0
T-Ball	0	0	0
Youth Class Expense	476	520	480
Youth Camp Expense	10	10	10
Youth Sports Camps	30	30	30
Special Events	2,104	2,790	2,110
Party in the Park	8,784	10,060	8,790
Ukulele Festival Expense	12,717	10,150	12,720
Food Truck Fiesta	0	0	0
Obstacle	10,400	8,600	10,400
Dead Festival	(1)	0	0
Guitar Festival	6,463	4,080	6,460
Auburn Community Festival Exp	10,399	10,180	10,400
TOTAL PROGRAM EXP.	213,640	196,730	208,660

Operating Expenditures

Telephone	547	500	546
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Recreation

Activity Guide	43,342	34,970	43,340
Youth Assistance Expense	13,577	16,220	14,300
Office Supplies	2,873	2,560	2,870
Gas/Mileage	407	500	410
Dues & Subscriptions	488	510	1,090
Staff Appreciation	0	0	0
Company Celebrations	1,829	1,900	1,830
Staff Development	948	510	950
Small Rec Equipment	340	470	470
Safety Supplies	30	200	200
TOTAL OPERATING EXP	64,381	58,340	66,006

	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Professional Services	190	80	190
Total Professional Services	3,807	80	190

Salaries/Wages Expenditures

Wages - Full Time	157,832	161,160	160,040
Wages - Part Time	1,023	2,850	1,030
Wages - Seasonal	1,280	2,490	1,280
Wages - Adult Softball	3,320	4,200	3,320
Wages - Uniform	0	0	0
Wages - Adult Basketball	2,356	1,900	2,360
Wages - Adult Volleyball	0	0	0
Wages - Special Events	3,507	3,730	3,510
Totals	169,318	176,330	171,540

Benefits & Payroll Expenditures

ER -Taxes - (13.65%)	14,218	14,390	13,230
Employment Expense	949	70	950
Fingerprinting Expense	107	100	110
Benefits Expense	25,970	25,990	29,980
Calpers Exp.	19,127	19,590	18,170
Worker's Comp	4,068	4,170	4,130
Totals	64,439	64,310	66,570

Equipment & Fixed Assets

Fixed Assets - Recreation	1,192	0	1,190
Computer Purchases - Rec	0	0	1,200

Recreation

Totals	1,192	0	2,390
Total Expenditures	516,777	495,790	515,356
Total Revenues	369,174	370,100	396,110
Total Expenditures	516,777	495,790	515,356
Contingency (1% of expenses)	4,826	4,958	5,154
Net Gain (Loss)	(152,429)	(130,648)	(124,399)

Recreation

Aquatics 18-19 Budget Revenues

	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Adult Aquatic Activities	7,171	9,070	7,170
Adult Aquatic Activities Placer Hills	2,610	1,430	2,610
Master Swim	4,528	4,450	4,520
Public Swim	42,017	39,980	41,410
Public Swim - Placer Hills Pool	3,954	4,310	3,960
Swim Lessons	29,574	28,570	29,560
Swim Lessons - Placer Hills Pool	9,890	8,950	9,890
Swim Team	15,787	25,100	15,830
Synchro Team	9,745	9,600	9,740
Misc Income	0	230	0
Totals	125,276	131,690	124,690
Rents & Concessions			
Sierra/Splash Pool Rental	11,153	13,700	11,160
Placer Hills Pool rental	1,861	2,160	1,860
Totals	13,014	15,860	13,020
Grants & Donations			
Donation Rev - Aquatics	0	0	0
Other Financing Sources			
Transfers from Future Capital Constr.	0	0	0
Transfers from Equipment Reserv	0	0	0
Transfers from ADA Reserv	0	0	0
City Mitigation Apportionment	0	0	0
Totals	0	0	0
Total Revenues	135,909	147,550	137,710

Expenditures

	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Program Expenditures			
Instructors - Aquatics	2,303	1,520	1,890
Adult Aquatic Activities Exp.	1,699	750	1,590
Public Swim Expenses	2,756	2,300	2,760
Public Swim Expenses PH	491	500	490
Swim Lessons Expenses	102	340	110
Swim Team Expenses	858	2,640	1,440
Synchro Team Expenses	36	600	630
Totals	8,245	8,650	8,910

Aquatics

Operations & Supplies

Telephone - Placer Hills Pool	997	1,030	1,100
Telephone - Aquatics	0	0	0
Office Supplies	10	10	10
Gas Milleage - Aquatics	0	0	0
Professional Services	274	0	270
Staff Appreciation- Aquatics	0	0	0
Staff Development- Aquatics	568	130	570
Safety Supplies - Aquatics	200	370	200
Small Equipment	1,430	1,430	1,430
Small Equipment - PH Pool	0	0	0
Uniform Exp	0	0	0
Totals	3,479	2,970	3,580

Utilities

Gas/Electric - Sierra Pool	28,560	28,080	26,950
Gas/Electric - Placer Hills	5,590	8,170	6,170
Reimbursement - Gas/Electric	-10,565	-11,790	-10,570
Water - Sierra Pool	2,027	2,940	2,030
Water - Placer Hills	306	210	260
Reimbursement - Water	-1,270	-1,230	-1,270
Totals	24,648	26,380	23,570

Maintenance

Maintenance - Sierra Pool	40,350	46,730	36,690
Reimbursement - Maintenance	-4,434	-3,870	-4,430
Maintenance - Placer Hills pool	10,459	10,100	9,860
Totals	46,375	52,960	42,120

Salaries/Wages Expenses

	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Wages - Aquatics Coordinator	19,335	20,910	19,390
Wages - Aqua Coord - Placer Hills	0	0	0
Wages - Adult aquatics	6,882	5,450	6,560
Wages - Public Swim	61,222	60,300	58,230
Wages - Public Swim - PH Pool	7,581	6,370	7,580
Wages - Swim Lessons	7,582	10,820	7,550
Wages - Swim Lessons - PH Pool	3,377	2,800	3,370
Wages - Master Swim	4,264	5,160	4,060
Wages - Coaches (Swim Team)	7,225	10,310	7,540
Wages - Coaches (Synchro)	15,810	16,680	15,810
Totals	133,278	138,800	130,090

Benefits & Payroll Costs

ER -Taxes -(12.65%)	12,936	14,370	12,540
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Aquatics

Employment Exp- Aquatics	2,530	2,440	2,530
Fingerprinting Exp- Aquatics	777	840	660
Calpers Exp. 16.444%	3,055	3,000	3,090
Worker's Comp (2.29% x 1.14%)	2,939	3,290	2,940
Totals	22,237	23,940	21,760

Equipment & Fixed Assets

Fixed Assets - Aquatics	12,101	5,210	12,100
Totals	12,101	5,210	12,100

0	0	0
0	0	0

Total Expenditures	250,363	258,910	242,130
Total Revenues	135,909	147,550	137,710
Total Expenditures	250,363	258,910	242,130
Contingency 2% of expenses	2,455	2,589	2,589
Net Gain (Loss)	-116,908	-113,949	-107,009

Aquatics

Youth Services 2019-2020 Budget Revenues

	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Alta Vista DSC Revenue	70,274	58,430	67,430
Auburn Elem DSC Revenue	156,207	157,380	153,980
Skyridge DSC Revenue	123,351	126,820	121,220
Rec Day Camp Rev (School & Summer)	239,430	230,600	253,600
Preschool	71,804	68,550	68,550
Newcastle DSC Revenue	141,514	133,010	138,810
TOTAL	802,580	774,790	803,590
Rents & Concessions			
Rock Creek Modular Rent	3,900	3,960	3,900
Miscellaneous Revenue			
	10	10	0
Total Revenues	806,490	778,760	807,490

Expenses

	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Program Expenditures			
Alta Vista Program expense	2,611	3,220	2,620
Auburn Elem - Program Expense	2,772	3,100	2,780
Skyridge - Program Expense	3,430	4,100	3,440
Rec Day Camp - Program Exp (Sch. & Sum)	21,335	20,410	21,340
Preschool	5,388	5,890	5,390
Newcastle - Program Expense	3,854	3,820	3,860
	39,390	40,540	39,430
Operations & Supplies			
Telephone - Youth Services (Cell phones)	148	90	286
Telephone - Preschool	0	0	1
Telephone - Rec Day Camp Modular	3,178	2,670	3,419
Telephone - Newcastle	179	140	470
Telephone- Auburn Elem	1,841	1,670	2,020
Telephone - Alta Vista	142	90	410
Telephone- Skyridge	1,335	1,150	1,380
Office Supplies - Youth Services	827	800	830

Youth SUCS.

Gas/Mileage Reimbursement Expense	80	130	80
Staff Appreciation - Youth Services	186	190	190
Staff Development - Youth Services	424	600	430
Small Equipment	0	0	(50)
TOTAL	8,378	7,530	9,636

Utilites

Electric - Day Camp	1,767	1,950	1,770
	1,767	1,950	1,770

Professional Services

Professional Services	16,455	7,170	24,040
	16,455	7,170	24,040

FY 19-20 Actual FY 19-20 Budget Mid Year

Rep/Maint - Auburn Elem	606	460	610
Rep/Maint - Rock Creek	892	300	890
Rep/Maint - Rec Day Camp	1,028	400	1,030
Rep/Maint - Skyridge	771	960	770
Rep/Maint - Newcastle	250	300	300
Rep/Maint - Newcastle	250	300	250
	3,797	2,720	3,850

Salaries/Wages Expenses

Wages - (Y.Serv) - Manager - Salary	77,644	76,430	77,640
Wages - (Y.Serv) - Alta Vista - PT	45,089	47,000	45,090
Wages - (Y.Serv) - Alta Vista Maint	0	20	0
Wages - (Y.Serv) - Aub Elem - PT	79,113	80,130	79,120
Wages - (Y.Serv) - Aub Elem Maint	319	1,040	320
Wages - (Y.Serv) - Rock Creek Maint	786	240	790
Wages - (Y.Serv) - Skyridge - PT	69,819	66,390	69,820
Wages - (Y.Serv) - Skyridge Maint	110	240	110
Wages - (Y.Serv) - Rec Day Camp - PT	119,261	115,520	119,260
Wages - (Y.Serv) - Day Camp Maintenanc	105	430	110
Wages - (Y.Serv) - Newcastle - PT	80,509	79,250	80,510
Wages - (Y.Serv) - Newcastle Maint	0	480	0
Wages - (Y.Serv) - Preschool	45,100	46,080	45,100
TOTAL WAGES	517,855	513,250	517,870

Benefits & Payroll Costs

ER Taxes (SS/MC/SUTA/ETT)	44,901	43,590	44,900
Employment Exp- Y.S.	1,250	1,440	1,250
Fingerprinting Exp - Y.S.	969	740	970

Youth Services

Benefits Expense - Y.S.	33,987	34,510	33,990
Employer Retirement Exp. YS	46,532	47,770	46,530
Worker's Compensation - Y.S.	12,188	12,370	12,298
TOTAL BENEFITS	139,827	140,420	139,938
 <i>Total Salaries & Benefits</i>	 657,682	 653,670	 657,808

Fixed Assets- Equipment	FY 19-20 Actual	FY 19-20 Budget	Mid Year
Fixed Asset Purchases	0	0	0
Fixed Asset Purchases (computer)	0	1,500	2,400
	0	1,500	2,400
			0
 Capital Improvement			
	0	0	0

<i>Total Expenditures</i>	727,469	715,080	738,934
 Total Revenues	806,490	778,760	807,490
Total Expenditures	727,469	715,080	738,934
Contingency Reserve (1% of expense)	0	0	0
Net Gain (Loss)	79,021	63,680	68,556

Youth Services

Facilities & Grounds 19-20 Budget

Revenues	FY 19-20 Actual	FY 19-20 Budget	Mid Year Budget Revision
Rents and Concessions	Actual to Date	Budget	Budget Revision
<i>Fee Waivers- Public</i>	(14,604)	(14,510)	(14,600)
<i>Fee Waivers-CVCC Public</i>	(1,160)	(1,330)	(1,160)
<i>Fee Waiver Offset</i>	15,764	15,840	15,920
Blue Bird Room - CVCC	2,264	2,410	2,260
Stella Irving - Rec	565	300	560
Lakeside - Reg	11,544	13,000	15,000
Sierra Room Rental- CVCC	6,690	10,440	6,690
Sunset Room Rental- CVCC	3,058	3,510	3,060
Canyon View Room Rental-CVCC	3,499	5,410	3,500
Foothills Room Rental- CVCC	9,913	9,700	9,910
Oak Room Rental-CVCC	0	0	0
American River Room	6,157	5,330	6,150
Conference Room Rentals	140	280	140
Board Room Rental - CVCC	40	130	40
Conference Modular - Overlook	9,906	10,150	9,910
Gazebo - Rec	220	110	220
Gym - Rec	1,475	930	1,470
Gym - Reg	4,772	3,930	7,930
Tutor Totter Lease Agreement	6,624	6,620	6,620
Kitchen - Rec	110	160	110
Kitchen - Reg	0	0	0
Kitchen-CVCC	480	810	480
Picnic Area - Rec	9,313	7,330	9,310
Picnic Area - Reg	2,374	1,790	2,370
Picnic Area - Ashford	1,410	1,330	1,410
Picnic Area - Meadow Vista	3,614	3,640	4,080
Field - Recreation	2,823	3,400	2,360
Field A - Reg	219	1,590	220
Field - Softball MV	602	970	600
Field - Christian Valley	1,826	1,710	1,820
Field Soccer/Baseball-Winchester	2,735	1,290	2,730
Field "Beggs" - Rec	5,980	7,640	5,980
Field B - Reg	1,845	1,570	1,840
Field "James" - Rec	11,456	11,610	7,800
Field "Chana" - Reg	4,246	2,980	4,240
Bocce Ball Field Rental	116	0	110
Field Soccer - Reg	2,317	2,540	2,320
Field Soccer A- MV	136	97	137

Field Soccer A- Railhead	6,726	7,100	6,730
Field Placer Hills	0	0	0
Field Soccer B- MV	0	0	0
Field Soccer B- Railhead	5,575	6,390	5,580
Field "Pee Wee Soccer" Rental - MV	0	0	0
Field Lining Revenue - Rec	0	0	0
Field Lining Revenue - Reg	160	80	160
Misc Rents & Concessions	2,203	3,140	2,210
Misc Rents & Concessions - Bureau	891	810	890
Custodial Fees	21,210	15,940	21,210
Custodial Fees- Bureau	80	0	80
MV cust fee	100	0	0
Set up and Take Down Fees	1,940	2,160	2,260
MV alcohol fee	80	0	0
TOTAL RENTS & CONCESSIONS	157,434	158,327	160,657

Miscellaneous Revenues

MV comm ctr rental	450	130	130
Sales of an Asset	0	0	0
Recycling Revenue	0	0	0
Alcohol permit	3,794	3,590	3,790
Misc Income - F & G	230	5,240	230
Total Misc Revenue	4,474	8,960	4,150
	FY 19-20	FY 19-20	Mid Year
	Actual	Budget	

Grants & Donations

	Actual to Date	Budget	Budget Revision
In-Kind Donations	0	0	0
Donations F&G	19,200	2,400	49,200
Pump trac donations	150	0	150
TOTAL GRANTS & DONATIONS	19,350	2,400	49,350

Interest Revenue - City Trust	7,296	5,320	7,290
TOTAL Interest Income	7,296	5,320	7,290

Project Revenue - Government

County Mitigation	275,300	242,300	275,300
City Mitigation Revenue	10,000	10,000	0
Total Project Revenue - Gov	285,300	252,300	275,300

Other Financing Sources

Transfers from Future Capital Constr.	677,225	632,700	642,225
Transfers from Equipment Reserv	275,845	292,700	275,845
Transfers from ADA Reserv	0	0	0
Transfers from City Mitigation	194,000	175,000	306,600

Face A Grds

Total Other Financing Sources 1,147,070 **1,100,400** **1,224,670**

Taxes & Government Revenue

Atwood III Tax Revenue	22,861	25,403	22,863
Total Taxes & Gov't Revenue	22,861	25,403	22,863

TOTAL REVENUES 1,559,459 **1,553,110** **1,744,280**

Expenditures

FY 19-20 FY 19-20
Actual Budget Mid Year

Operations & Supplies	Actual to Date	Budget	Budget Revision
Telephone - F & G	15,610	15,160	15,610
Office Supplies - F & G	5,381	5,000	5,380
Duplication Cost - F & G	0	0	0
Gas/Mileage Expense - Fac & Gr..	34,498	33,120	35,920
Membership & Dues - F & G	110	120	110
Staff Appreciation - F & G	637	197	197
Staff Development - F & G	4,898	4,210	5,330
Uniform Exp	1,602	2,220	1,610
Small Tools and Equipment-Rec Park	2,748	3,750	2,750
Small Tools and Equipment-Reg Park	5,015	6,910	5,020
Small Tools and Equipment-MV Park	1,308	1,140	1,310
Small Tools and Equipment-CVCC Fac	2,000	2,530	2,000
Field Marking Expense	1,126	1,600	1,150
Safety Supplies - F & G	7,358	6,630	7,360
Restroom Supplies - Rec Park	1,876	1,380	1,880
Restroom Supplies - Reg. Park	1,573	1,360	1,570
Restroom Supplies - Ashford	1,078	1,390	1,080
Restroom Supplies - M.V. Park	1,039	1,240	1,040
Restroom Supplies - Railhead Park	1,057	1,340	1,060
Restroom Supplies - Overlook Park	1,151	1,370	1,160
Restroom Supplies - Placer Hills Park	568	670	570
Restroom Supplies - Winchester Park	60	60	60
Restroom Supplies - Rec. Comm Ctr	2,376	1,790	2,380
Restroom Supplies - Reg. Comm. Ctr	1,944	1,750	1,940
Restroom Supplies - CVCC	3,163	1,950	3,160
Sanitation - Rec Toilet	0	0	0
Sanitation- Regional Park- Port. Toilet	5,110	5,130	5,110
Sanitation- CV - Port. Toilet	0	0	0
Sanitation- Winchester Park- Port. Toilet	5,110	5,130	5,110
Sanitation- Rec Park ADA Portab	4,684	4,360	4,680
Sanitation - Reg ADA Toilets	4,684	4,360	4,680
Rec Park - Debris Box	8,903	9,250	8,910

Fac & Grounds

Sanitation- Regional Park - Debris	7,054	6,640	7,050
Sanitation- MV Park- Debris	4,847	4,520	4,840
Sanitation- CVCC - Debris	3,895	3,920	3,900
TOTAL OPERATIONS & SUPPLIES	142,463	140,197	143,927
	FY 19-20 Actual	FY 19-20 Budget	Mid Year

	Actual to Date	Budget	Budget Revision
Lights- Rec Pk Beggs Field (LL)	2,915	3,380	2,920
Lighting Reimbursements - Beggs Fld.	(2,381)	(3,530)	(3,140)
Lights- Rec Park James Field (LL)	4,994	4,310	4,990
Lighting Reimbursements - James Fld.	(5,287)	(5,080)	(5,280)
Lights- Recreation Field (LL)	1,027	1,440	1,030
Lighting Reimbursements - Rec Fld.	(851)	(1,610)	(850)
Gas/Electric - Rec Comm Ctr	4,668	5,110	4,670
Gas/Electric - Reg Comm Ctr	11,870	11,850	11,870
Gas/Elec. - Chr Vly Comm Ctr	932	1,010	1,010
Electric Reimbursements - Chr Vly CC	(894)	(880)	(970)
Gas/Electric - CVCC	23,931	22,830	23,930
Gas/Electric - Recreation Park	8,978	9,350	8,980
Lighting Reimb - Rec Park	(350)	(350)	(350)
Gas/Electric - Reg Park	18,467	18,110	18,470
Lighting Reimbursements - Reg Park	(3,793)	(4,480)	(3,800)
Gas/Electric - Ashford Park	2,614	2,780	2,620
Gas/Elec. - MV Park	6,061	5,430	6,060
Electric - Railhead	2,735	3,680	2,740
Lighting Reimbursements - Railhead	(957)	(1,770)	(960)
Gas/Electric - Overlook Park	80	80	80
Gas/Electric- Winchester Park	956	1,140	960
Water - Rec Comm Ctr	4,172	4,230	4,180
Water - Reg Comm Ctr	2,406	2,340	2,410
Water - Chr Vly Comm Ctr	1,275	1,380	1,280
Water - CVCC	3,332	3,650	3,340
Water - Recreation Park	4,013	4,650	4,020
Water - Regional Park	7,633	8,250	7,640
Water - Ashford Park	4,116	4,460	4,120
Water - MV Park	14,301	10,720	14,320
Water - Chr Vly Park	4,082	5,280	4,080
Water - Railhead Park	4,226	4,360	4,230
Water - CVCC (Park)	2,335	2,240	2,330
Water - Overlook	7,055	7,360	7,060
Water - Placer Hills Park	5,944	4,620	5,940
Water - Winchester Park	0	0	0
Water - Atwood	6,687	4,780	6,690

Fac + Grdc

Water - Chana Field	6,000	9,000	9,000
Sanitation - Rec Park (Sewer)	9,344	9,810	9,350
Sanitation - Regional Park - (Sewer)	15,103	15,860	15,110
Sanitation - Ashford Park (Sewer)	1,642	1,710	1,650
Sanitation - Railhead (Sewer)	174	200	180
Sanitation - Overlook (Sewer)	736	800	740
Sanitation - CVCC (Sewer)	10,189	10,700	10,190
TOTAL UTILITIES	190,480	189,200	192,840

FY 19-20 Actual FY 19-20 Budget Mid Year Budget Revision

Professional Services	Actual to Date	Budget	Budget Revision
Professional Services	9,491	11,193	9,493
Professional Services - Bureau	1,117	1,117	1,117
Professional Services - Atwood III	6,391	6,400	6,390
Atwood - County Admin Coll Fee	250	250	250
Total Professional Services	17,249	18,960	17,250

Building & Grounds Maintenance

Equipment Rental - F & G	6,530	6,530	6,530
District Vehicles Maint - F & G	12,527	19,000	22,400
	2,810	0	11,310
Maint - Recreation Field	2,412	7,910	2,420
Maint - CV Baseball Field	18,246	17,930	18,250
Maint - James Field	12,539	11,386	6,645
Maint - Beggs Field	15,951	10,910	22,950
Maint & Repairs - Equipment	25,562	29,000	25,570
Maint- Rec Park - Irrigation Pump	0	0	0
Maint- Reg Park - Irrigation Pump	0	0	0
Maint- Ashford Park - Irrigation Pump	4,600	4,600	6,000
Maint- MV Park - Irrigation Pump	0	0	0
Maint - Winchester - Irrigation Pump	4,600	4,600	6,000
Maint - M.V. Soccer Field	1,109	1,100	1,110
Maint- Winchester Field	1,159	1,490	1,160
Maint - M.V. Tennis Courts	4,500	4,500	4,500
Maint - Recreation Park	24,648	16,940	30,650
Maint - Regional Park	64,058	52,760	69,860
Maint - Ashford Park	11,067	10,000	14,520
Maint - Meadow Vista Park	9,933	9,490	12,940
Maint - Christian Valley Park	6,930	6,830	6,930
Maint - Railhead Park	5,000	4,090	5,000
Maint- CVCC Park	3,402	6,080	3,410
Maint - Overlook Park	7,595	7,860	7,600
Maint - Placer Hills Park	1,003	1,630	1,010
Maint - Pocket Parks	274	1,270	280
Maint - Mt. Vernon Park	3,044	3,120	3,050

Fac & Grds

Maint - Winchester Park	5,380	5,270	5,380
Maint - Atwood III	3,792	4,080	8,360
Maint-Shockley	4,264	3,990	19,012
Maint-Ashley dog park	13,250	16,400	13,250
Maint - Recreation Comm Ctr	27,870	23,250	27,870
Maint - Regional Comm Ctr	7,203	10,980	7,210
Maint - Christian Valley Comm Ctr	3,683	7,150	3,500
Maint - CVCC	11,563	8,360	11,750
Maint - Overlook Modular	1,039	540	1,040
Maint - Regional Tennis Courts	4,674	4,600	4,680
Maint - MV Soccer A Field	421	260	260
Maint - RH Soccer A Field	5,337	5,100	5,500
Maint - PH Soccer Field	260	260	260
Maint - Regional Field Soccer	983	2,010	990
Maint - MV PeeWee Soccer	161	0	0
Maint - RH Soccer B Field	4,658	4,700	4,820
Maint - Regional Field A	12,498	18,780	18,390
Maint - MV Softball Field	310	370	310
Maint - Regional Field B	11,739	12,800	11,740
Maint - Regional Field C	6,670	5,800	6,670
Tree Maint Rec Park	24,300	25,000	18,300
Tree Maint Reg	30,500	35,000	35,000
Tree Maint Ashford	0	0	0
Tree Maint MV park	0	0	0
Tree Maint PH Park	0	0	0
Tree Maint Railhead Park	0	0	0
Tree Maint Pocket Parks	0	0	0
Vandalism Repairs Exp.	5,741	3,480	5,740

TOTAL MAINTENANCE

435,795	437,206	500,127
FY 19-20	FY 19-20	
Actual	Budget	Mid Year
	Budget	Budget Revision

Salaries/Wages Expenses

	Actual to Date	Budget	Mid Year Budget Revision
Wages - Fac Attend - Rec Park	74,731	71,400	74,730
Wages - Fac Attend - CVCC	37,293	37,750	37,400
Wages - Fac Attend - Reg Park	43,591	33,650	43,590
Wages - Management	143,272	141,240	143,270
Wages - Rec Park	303,430	316,020	323,430
Wages - Reg Park	190,097	195,850	190,100
Wages - Ashford Park	24,565	23,100	24,560
Wages - Meadow Vista Park	48,428	47,000	48,430
Wages - CV Comm Ctr	17,338	14,890	17,340
Wages - Railhead Park	19,400	19,300	19,400
Wages - CVCC	15,794	14,610	15,890
Wages - Overlook Park	17,504	18,090	17,500
Wages - Placer Hills Park	22,288	21,650	22,290

Fac & Grds

Wages - Pocket Parks	9,870	10,280	9,870
Wages- Mt. Vernon Park	1,438	1,450	1,440
Wages - Winchester Park	5,488	5,530	5,490
Wages - Atwood	9,620	9,300	9,620
Wages - Shockley	1,660	2,260	1,660
Wages - Other Projects	0	0	0
Wages - Special Events	3,439	4,090	3,440
Wages - Uniform Allowance	11,427	12,510	14,430
	1,000,673	999,970	1,023,880

	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
ER -Taxes - F & G (7.65%)	81,068	80,430	83,060
Employment Expense - F & G	2,540	2,680	2,540
Fingerprinting Exp. - F & G	500	470	600
Benefits Expense - F & G	198,564	210,550	224,570
Employer Retirement Exp.	106,517	112,600	113,020
Worker's Comp.	94,045	92,270	98,510
TOTAL BENEFITS & PAYROLL COSTS	483,234	499,000	522,300
TOTAL SALARIES, BENEFITS	1,483,907	1,498,970	1,546,180

Fixed Assets

Fixed Asset Purchases - F&G	297,255	292,700	305,845
Fixed Asset Purchases - Bureau	0	0	5,000
Computer Purchases	600	6,000	0
TOTAL FIXED ASSETS	297,855	298,700	310,845

Lease Purchase Princ/Interest

	0	0	0
	0	0	0
TOTAL LEASE COSTS	0	0	0

Rent

Bureau of Reclamation Lease	0	0	0
Rec Park Lease UPPR	2,000	2,000	2,000
TOTAL RENT	2,000	2,000	2,000

	FY 19-20 Actual Actual to Date	FY 19-20 Budget Budget	Mid Year Budget Revision
Bike Park Construction	319,257	320,000	370,603
Tutor Totter Floor Replacement	15,000	15,000	5,000
Tutor Totter Roof	22,000	22,000	0

Fac & Grds

Placer Hills Parking lot repairs	25,000	25,000	0
MV Parking Lot Reseal/Stripe	10,000	10,000	0
Overlook ADA RR upgrades	35,000	35,000	0
REG - 24 Acres Planning/CEQA	190,184	190,000	190,000
Rotary - Railhead Project	24,013	3,000	24,014
Locker Room Floor	25,000	25,000	25,000
Rec - Parking Lot Repairs	15,000	15,000	10,681
Operation/Development Plan	5,000	5,000	0
POT for Playground at Regional Park	40,000	40,000	19,525
REC - James Field Renovation	243,801	250,000	412,600
Wheelchair Swing	30,000	30,000	60,000
Stella Room Floor replacement	10,000	10,000	0
Winchester Electrical / water Upgrades	0	0	15,000
Rec Front Playground	0	0	0
Rec Playground POT	0	0	0
Rec - Beggs ADA Repairs	0	0	0
Total Capital Improvements (Funded)	1,009,255	995,000	1,132,423

TOTAL CAP IMPROVEMENT	1,009,255	995,000	1,132,423
TOTAL EXPENDITURES	3,579,004	3,580,233	3,845,592
Total Revenues	1,624,785	1,553,110	1,744,280
Total Expenditures	3,579,004	3,580,233	3,845,592
Contingency Fund 1% of total ex	0	0	0
Restricted reserve for equip repl	0	0	0
Net Gain (Loss)	(1,954,219)	(2,027,123)	(2,101,312)

Fac & Grds

**Resolution Number 2019-28
Before the Governing Board of the
Auburn Area Recreation and Park District
County of Placer, State of California**

ADOPTION OF FINAL BUDGET REVISION, GENERAL FUND

WHEREAS, the Auburn Area Recreation and Park District has endeavored to create a Budget Revision for Fiscal Year 2019-2020.

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the Budget Revision for the Fiscal Year 2019-2020 is hereby adopted in accordance with the following:

REVENUES

Park & Recreation Services Revenue		
Program Revenue		1,325,160.00
Facility Rentals		177,577.00
Total Park & Rec. Services Revenue		1,502,737.00
Government Revenues		
Taxes, Governmental Revenue		3,331,271.00
Total Governmental Revenue		3,331,271.00
Other Revenue		
Interest Revenue		68,410.00
Misc. Revenue		43,460.00
Total Other Revenue		111,870.00
Donations		
Donations, Grant, In kind		11,040.00
Total Donation Revenue		11,040.00
TOTAL OPERATING REVENUES		4,956,918.00
Project and Equipment Revenue		
Misc. Project Revenue		16,800.00
Grant Proceeds		-
Contributions/In kind Services Revenue		30,000.00
Transfer in from Equipment Reserves		275,845.00
Transfer in from Reserves		642,225.00
Total Project and Equipment Revenue		964,870.00
Park Dedication Revenue		
City Park Dedication Revenue		306,600.00
County Park Dedication Revenue		275,300.00
Total Park Dedication Revenue		581,900.00
TOTAL PROJECT AND EQUIPMENT REVENUES		1,546,770.00
TOTAL REVENUES		6,503,688.00

EXPENDITURES

Program, Administrative and General Expenditures	
Program Expenditures	257,000.00
Operations & Supplies	403,173.00
Utilities Expense	218,180.00
Professional Expenses	101,194.00
Building & Grounds expense	546,097.00
Property Tax Admin. Fees	61,820.00
Election Cost	-
Wages & Benefits	3,267,478.00
Equipment and Land Lease	2,000.00
Fixed Assets	51,890.00
Equipment Reserve Expenditures	275,845.00
	<hr/>
Total Operating Expenditures	5,184,677.00
Capital Improvement Projects	
General Fund Capital Improvement Projects	37,895.00
ADA reserve projects	-
Future Cap Projects	642,225.00
In-Kind & Other Contribution Projects	46,800.00
Total Project Expenditures	<hr/> 726,920.00
Park Dedication Capital Improvement Projects	
City Park Dedication Project Expenditures	287,600.00
County Park Dedication Project Expenditures	117,300.00
Total Park Ded. Project Expenditures	<hr/> 404,900.00
	<hr/>
TOTAL EXPENDITURES	6,316,497.00
	<hr/>
TOTAL REVENUE SURPLUS (DEFICIT)	187,191.00
	<hr/>
TO EQUIPMENT RESERVE	75,535.00
TO ADA RESERVE	5,000.00
TO CONTINGENCY (acct 2453)	-
TO CALPERS UNFUNDED LIAB. RESERVE	45,800.00
TO FUTURE CAP CONSTRUCTION RESV.	50,000.00
	<hr/>
OPERATING BUDGET BALANCE	10,856.00

BE IT FURTHER RESOLVED, that the Budget Revision is hereby adopted on this 30th day of October, 2019 in accordance with the listed attachments which show approved appropriations, revenues and methods of financing, appropriations subject to limitations attached hereto and by reference made a part hereof.

James S. Ferris
Board of Directors

Kahl Muscott
District Administrator

Item 8.1 Cover Sheet for CalPERS Change in Auburn Area Recreation and Park District's Medical Benefit contributions

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, October 2019; Board of Directors meeting, October 2019.

The Issue: Shall the Board of Directors approve changes to Personnel Policy for an increase in District contributions for the CalPERS medical insurance for non-union employee benefits?

Background: The Board of Directors approved an additional medical benefits program through CalPERS in **August, 2015**. At that time the Union declined enrollment, so this became a benefit to only non-union employees. At that time the premiums and the District's maximum contributions were as follows:

Premiums

Single employee:	\$695
Employee with dependent:	\$1390
Family:	\$1807

District's maximum contribution

Single employee:	\$550
Employee with dependent:	\$1100
Family:	\$1450

Beginning **January 2020**, five years later, the new premiums through CalPERS (for the Kaiser Plan) will be as follows (10.5% increase from 2015):

Single employee:	\$768
Employee with dependent:	\$1537
Family:	\$1998

Because of the premium increases that have occurred since 2015, staff recommends a District contribution change, of 10%. This proposal would result in the following:

Proposed District maximum contribution:

Single employee:	\$605
Employee with dependent:	\$1210
Family:	\$1595

Staff budgeted for a 10% increase to the Districts Benefits in the Board Approved budget March, 2019. If approved, the employee's portion for medical benefits will increase by 12.4% - 12.9% and the District's portion will increase by 10%.

Recommendation: The Program, Personnel, Policy, Fee & Legal Review Committee had a recommendation approving the 10% District increase for Non-Union CalPERS benefits.

Fiscal Impact: The fiscal impact for 2019/2020 is \$2,289 based on the employees that we have enrolled for January 2020, which is within the budgeted benefit expense assumption. The fiscal impact for future years is approximately \$9,156 per year, which is also within in future year calculations based on normal inflation.

Attachments: Medical Policy regarding CalPERS Health Insurance.

Medical Health Insurance Benefits

CalPERS Medical plan available to Non-represented employees

As per CalPERS policy, employees have a choice of seven medical providers:

1. Anthem Blue Cross
2. Kaiser
3. Blue Shield
4. United Healthcare
5. Pers
6. PORAC Region 1
7. Western Health Advantage

The Administrative Services Manager has detailed information regarding each of these plans, including sub classifications that some of these plans offer.

For Non-represented employees, the District shall contribute the following maximum premium amounts toward any plan chosen by an employee:

~~\$550 for a single employee~~

~~\$1100 for an employee and dependent~~

~~\$1450 for a family plan~~

\$605 for a single employee

\$1210 for an employee and dependent

\$1595 for a family:

An employee may opt out of District provided coverage for themselves, for themselves and/or a dependent, or for themselves and/or their family. However, the Affordable Care Act mandates that all employees have health insurance coverage. Consequently, any employee that opts out of a District provided health insurance plan must find coverage independently from the Auburn Recreation District. The District will reimburse an employee's medical insurance premium up to the stated amounts above, provided that an invoice from a medical insurer is provided monthly to the accounting department. The District cannot pay the premium directly to the insurance provider.

Alternatively, an employee may choose to be covered by the District's CalPERS insurance coverage and not provide coverage to their dependents through CalPERS. In such a case, the District will pay the premium for the employee's coverage and

reimburse the employee for the premium for dependents coverage up to the maximum amounts listed above, inclusive of the CalPERS employee premium. The employee must provide an invoice from the medical insurer monthly to the accounting department for reimbursement. The District cannot pay the premium directly to the insurance provider.

Additionally, the District will continue to pay for dental and life insurance as before for eligible employees.

Eligible part time, non-represented employees working 30 or more hours per week will continue to be able to obtain medical coverage on the same basis as before, but through the new CalPERS plan. Coverage is for employee only and no dental or life insurance is provided by the District.

For Non-represented employees hired after March 31, 2014, the District will provide Medical Insurance Coverage as listed above except that such coverage is for the employee only. Should an eligible full-time employee wish to include dependent or family coverage, he or she may purchase said coverage through the Districts medical insurance policy via payroll deduction or directly via check.

Item 8.2 Cover sheet – Claim Against ARD – Fall at CVCC

Auburn Area Recreation and Park District Board of Directors meeting October 30, 2019

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for a fall taken at the Canyon View Community Center?

Background

Yvonne Moore was visiting the Canyon View Community Center (CVCC) to play bridge on January 11, 2019. After play, and while returning to her car, Yvonne tripped on a lifted section of asphalt in front of the ADA parking stalls at the north end of the building. Yvonne fell and injured her face, teeth and leg. Yvonne's claim letter and associated documents are attached (please note: in an effort to preserve some privacy, some information and several related documents have been redacted or removed).

Yvonne has been working with Charles Torretta with George Hills Company, the third party administrators for CAPRI. Charles provided this information and is recommending a settlement of \$9,000.

Claimant: Moore, Yvonne

Member: Auburn Area

GHC File #: -----

Status: Claimant tripped and fell on an alleged tree root which caused an uneven pavement on the sidewalk. \$2618.23 for ambulance and ER costs, x-rays, pain medication, broken glasses, displaced front teeth and future costs. Kaiser lien for \$2340.60. Agreed with the District to attempt to settle this claim. CAPRI granted settlement authority up to \$10,000. Tentative settlement for \$9,000 pending final liens. Confirmed no Medicare lien and awaiting authority from the District to send the final settlement documents to the claimant.

ARD policy on accidents and claims states the following (from the District Policy Manual):

- B. District Policy for Handling Claims Against the District. All claims will be directed to the District Administrator to handle pursuant to California Association for Park and Recreation Indemnity (CAPRI) guidelines. Any claim under \$5,000 will be handled by the District Administrator and sent to the Consent Calendar at the next available Board meeting. Claims without a dollar amount will be handled per CAPRI guidelines.

The California Association for Park and Recreation Indemnity (CAPRI) "Summary of Accident Handling Procedures" states the following:

CLAIMS

If the claim is sufficient, it should be placed on the Board agenda for action on its merits. Notify the Claimant in writing of action taken by the Board.

Recommendation for the Board of Directors

Staff agrees with the settlement arranged by George Hills Company.

Fiscal Impact

No direct fiscal impact to ARD as the claim will be paid by CAPRI, however ARD may see higher premiums in the future.

Attachments

Claim information from Yvonne Moore
(please note: in an effort to preserve some privacy, some information and several related documents have been redacted or removed).

June 30

2019

Board of Directors of the
Auburn Area Recreation and
Park District
District Office
471 Maidu Drive
Auburn, CA 95603-5774

Attn: Kahl Muscott
District Administrator

Dear Kahl and Members of the Board for ARD:

I am officially filing a formal claim, as required by the Government Code, for the expenses and damages I sustained as the result of a fall I took at Canyon View Community Center.

Name: Yvonne M. Moore
Address: 1110 Humbug Way
Auburn, CA 95603

Date of Fall: January 11, 2019

Place of Fall: Canyon View Community Center, 471 Maidu Drive, Auburn, A 95603-5774

Circumstance of injury:

I exited the door leading to the handicapped parking at around 3:00pm. As I headed for my car on the paved sidewalk I stumbled over a tree root which protruded out from under the pavement, raising the pavement. I felt as if I was tossed through the air and landed on my left side, knocking off my glasses, breaking them, and causing damage to my teeth. My face was very bloody. I had bruises on my left leg (which came to light later).

I was taken by ambulance to Kaiser Permanente Hospital Emergency. My face was tended to and cleaned up. I had x-rays to rule out interior damages. I sustained abrasions to my face and was given pain medication to take if needed. I had a black eye and looked as if I had been in a car accident. My glasses broke. My front teeth were displaced. I could not eat because my teeth had moved and were misaligned. I called family to take me home and to retrieve my car in Auburn. My son came from Martinez to spend the weekend and the Monday following to help me with the follow up to get my teeth and glasses repaired. (I was not able to see the dentist or glasses facilities until later as they wanted to make sure the swelling was down before they could do anything for me).

My expenses are: ~~\$2816.23~~ ^{\$2618.23} I also included pictures of me while I was in the emergency room. (Please see attached)

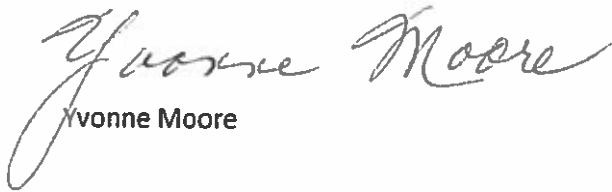
Of that amount \$305.00 is my discount cost for my glasses. Of that \$280.00 is my benefit from Kaiser plus another \$25.00 which came off the premium lens package. If I should need another pair of glasses within the next 2 years, I would have to pay that amount out of my own pocket. Therefore, I am asking for this reimbursement because the fall had me use these benefits sooner than expected.



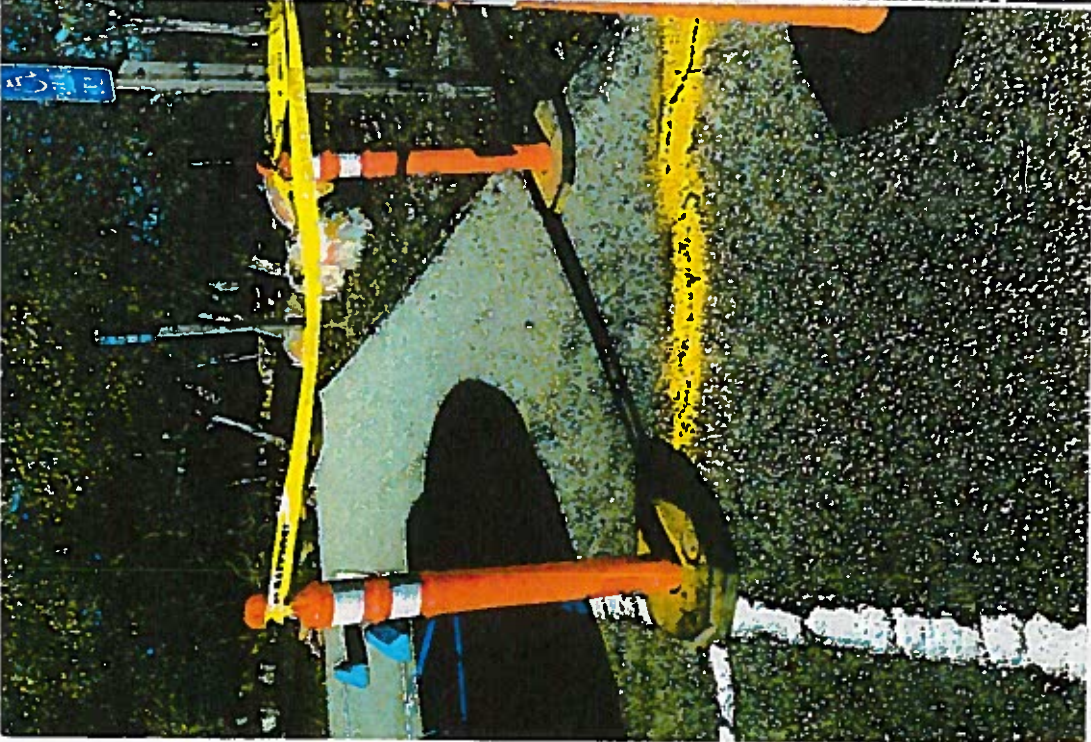
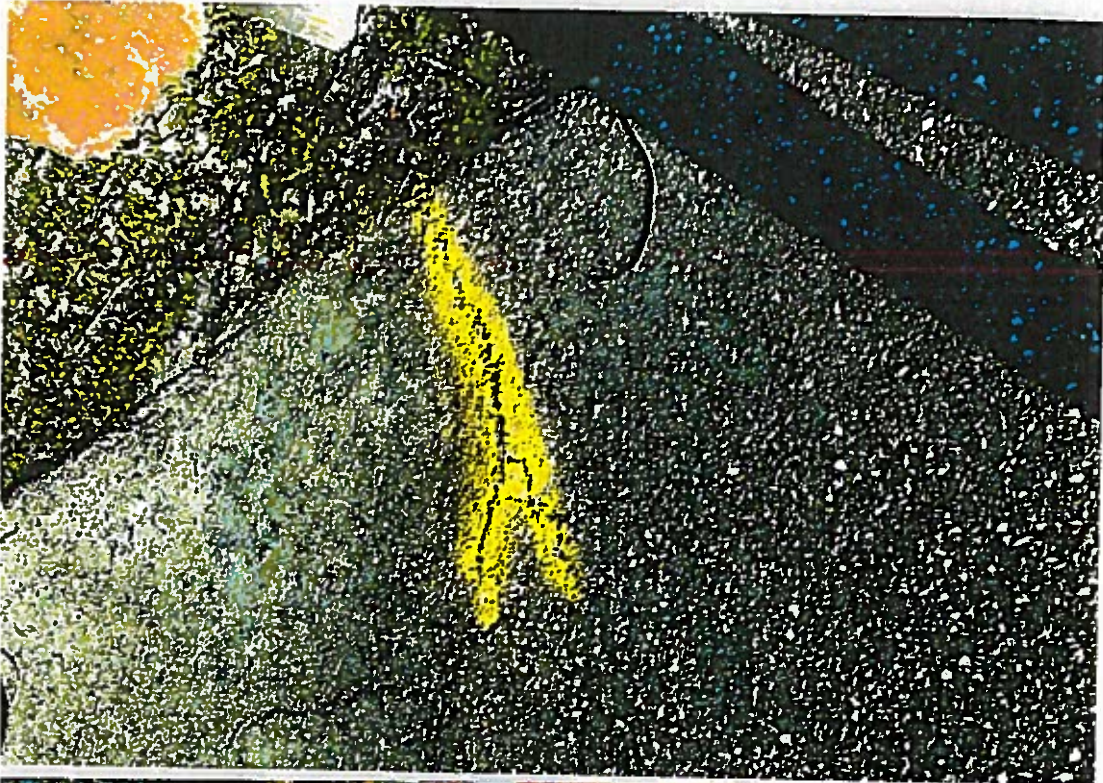
I request that if I have any future medical or dental issues, within the next 10 years that are due to this fall, expenses would be paid by ARD. I also request that you consider a payment to be issued to me for my time and travel to medical facilities and offices, and for my inconvenience, pain and suffering.

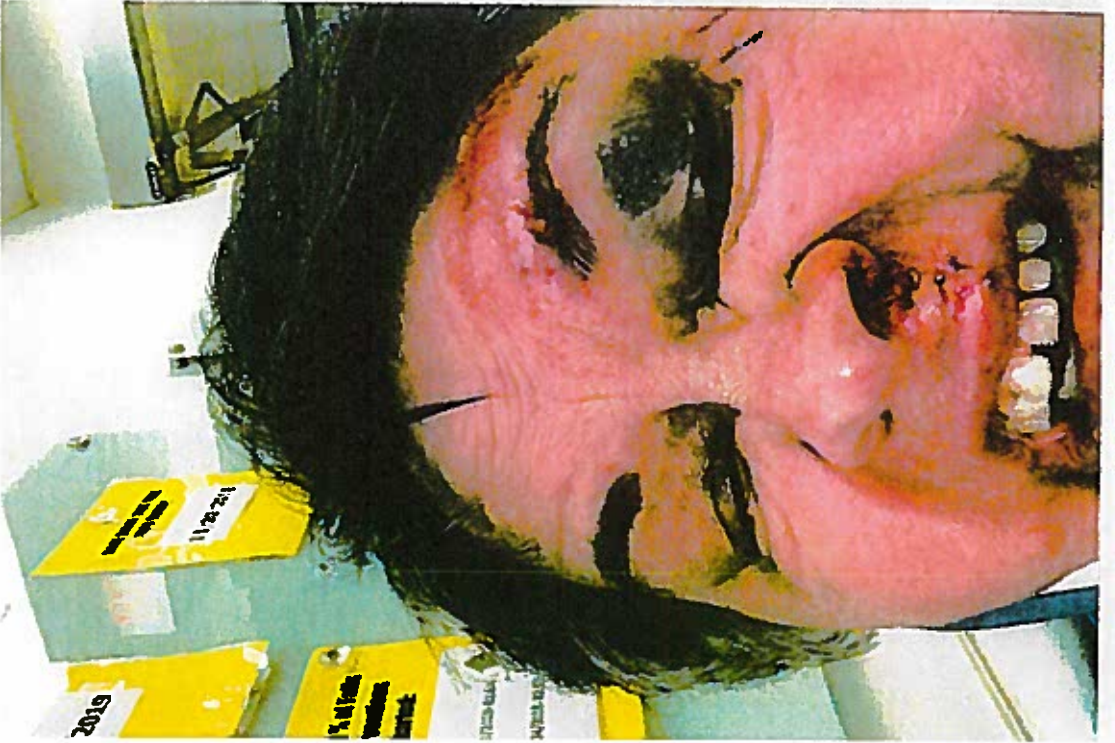
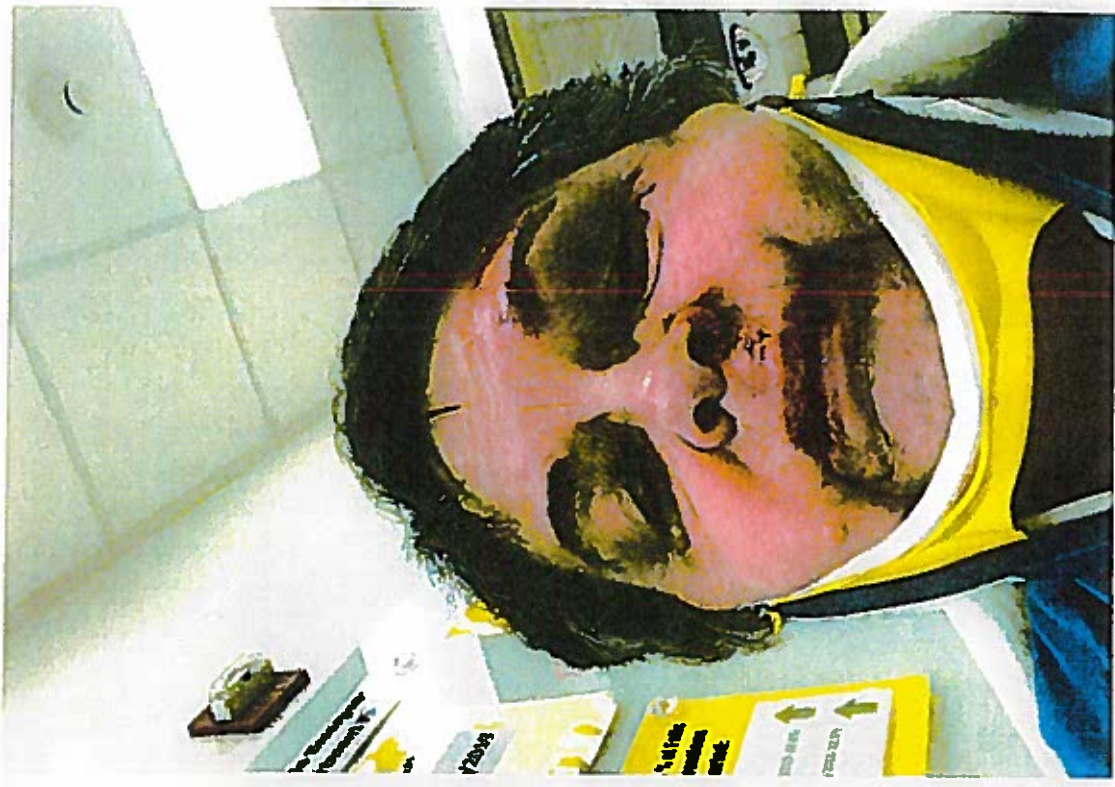
The last time I attended an event at the Canyon View Community Center, the protrusions in the sidewalk had not yet been repaired. That was Friday, June 28, 2019. I should hope that both the protrusions will be repaired soon.

Thank you.

A handwritten signature in cursive script that reads "Yvonne Moore". The signature is written in black ink and is positioned above the printed name.

Yvonne Moore







SECTION: 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Proposed Board and Committee Meeting Schedule for November and December, 2019 – see attachments.
2. Review of last five years of volunteer hours – Standing Finance Committee - see attachment.
3. County Mitigation Fund, current balance \$487,738 – no attachment.

Discussion Item 9.1 – Proposed Board and Committee Meeting Schedule for November and December, 2019

The proposed Board and Committee Meeting schedule for November and December, 2019 is listed be as follows:

November, 2019

Acquisition & Development	Tuesday, November 12, 2019 at 4:00 p.m.
Program, Personnel, Policy, Fee & Legal Review	Wednesday, November 13, 2019 at 1:00 p.m.
Standing Finance Committee	Wednesday, November 13, 2019 at 2:00 p.m.
Board of Directors Meeting	Thursday, November 21, 2019 at 6:00 p.m.

December, 2019

Acquisition & Development	Monday, December 2, 2019 at 4:00 p.m.
Program, Personnel, Policy, Fee & Legal Review	Wednesday, December 4, 2019 at 1:00 p.m.
Standing Finance Committee	Wednesday, December 4, 2019 at 2:00 p.m.
Board of Directors Meeting	Thursday, December 12, 2019 at 6:00 p.m.

November 2019 December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	Holiday	A&D	Policy Finance			
17	18	19	20	21	22	23
				Board Mtg.		
24	25	26	27	28	29	30
				Holiday	Holiday	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
	A&D		Policy Finance			
8	9	10	11	12	13	14
				Board Mtg.		
15	16	17	18	19	20	21
22	23	24	25	26	27	28
		Holiday	Holiday			
29	30	31	1			
			Holiday			

Discussion Item 9.2 - Five-Year History of Volunteer and Work Release Hours

Auburn Area Recreation and Park District (ARD) Standing Finance Committee October, 2019

Background

On September 18, 2019, Director Lynch requested a 5-year history of ARD's Volunteer hours by others.

The total average Volunteer hours are 6,892.6 annually.

ARD peaked with the highest volunteer hours in 2014-2015 with a total of 13,245.68, most of which came from a steady stream of work release workers.

ARD's lowest year was 2015-2016 with 2,570.5 hours reported for volunteers.

Volunteer and Work Release Hours

<u>2014 - 2015</u>	<u>Hours</u>	
Youth Services	-	
Facilities & Grounds	9,953.93	
Recreation	3,291.75	
		<u>13,245.68</u> Total Hours for YR '14 - '15
<u>2015 - 2016</u>		
Youth Services	-	
Facilities & Grounds	2,457.00	
Recreation	113.50	
		<u>2,570.50</u> Total Hours for YR '15 - '16
<u>2016 - 2017</u>		
Youth Services	62.42	
Facilities & Grounds	5,000.00	
Recreation	475.27	
		<u>5,537.69</u> Total Hours for YR '16 - '17
<u>2017 - 2018</u>		
Youth Services	315.42	
Facilities & Grounds	6,792.00	
Recreation	895.83	
		<u>8,003.25</u> Total Hours for YR '17 - '18
<u>2018 - 2019</u>		
Youth Services	52.30	
Facilities & Grounds	2,607.10	
Recreation	2,445.15	
		<u>5,104.55</u> Total Hours for YR '18 - '19

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Bledi Rezi emerges from the mud pit.



TOP STORIES

Man kills himself at Kaseberg Park in Roseville; Kaseberg Elementary put on brief lock down

Foresthill crash victim ID'd

DUI arrest on 49; \$12,500 bail for 2 counts of disorderly conduct

Indecent exposure arrest; Apple support scam; More

7,725 Nevada County PG&E customers shut down

Thank you, Bill Lane

Man killed after car leaves Foresthill Road, hits tree

Historic accounts don't back up claim there was salmon in American

Wading through fun

Runners conquer obstacle race of mud, foam and pumpkin



Julie Miller Sep 24, 2019 11:05 AM

Hundreds accepted the challenge to take on the Great Auburn Obstacle Race, which meant getting dirty, wet and smeared with pumpkin.

Participants from 8 years old and up ran the 5k course which included crawling through a pipe filled with smashed pumpkin pieces, wading through the creek, barreling through foam and getting chest deep in a mud pit.

Despite all this, runners were mostly all smiles during the annual event.

"Each year we make adjustments to improve the course and continue to challenge the runners," Sheryl Petersen recreation services manger for Auburn Recreation District, said. "This race is a perfect place for first-time runners as well as seasoned racers who will be challenged throughout."

Just for participating, runners received a needed, clean race shirt.



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COMMENTS (0)

Empty comment box with a vertical scrollbar on the right side.

FREE HAZ WASTE DROP-OFF

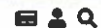
Gold Country Fairgrounds
October 5 & 6

WPWMA.ca.gov

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The Harvest Festival will be Oct. 19 and includes crafts, costume parade as well as giant pumpkin and scarecrow contests.

WOODSIDE

WOW

Fantasy

SERRANO

Join us for FALL FUN!

Collina at Serrano
Saturday, October 19th
11am - 3pm

GRAND OPENING

Serrano Living From the \$500,000s

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OFFICE OF DESIGN

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TOP STORIES

Roseville man in custody for suspected murder of two adults, two juveniles

Open dirt road for fire escape

Lady Zebras golf win FVL for second year in a row

Six local champions crowned at All American Speedway

Theresa Shaw's 67 leads Bruins golfers to PVL crown

Three found dead in Roseville; suspect in custody

The overnight repo program the plumbing of the financial system

Auburn Community Harvest Festival celebrates 23 years

Auburn Community Harvest Festival celebrates 23 years



Julie Miller Oct 16, 2019 12:00 AM

23rd annual Auburn Community Harvest Festival
10 a.m. - 4 p.m. Oct. 19
Southern end of Recreation Park, 123 Recreation Drive, Auburn
Info: auburnrec.com/events_communityfestival.php

Ever see a 1,000-pound pumpkin? Chances are good to see a behemoth

squash of this size and then some at the 23rd annual Auburn Harvest Festival. This year's festival, like those before, will feature a wide variety of things to do, see and experience. The aforementioned contest features enormous pumpkins grown in the backyards of community members. They are trucked in and weighed. Biggest ones win cash.

Another highlight at the festival is a scarecrow contest featuring elaborately constructed scarecrows. Winners get money as well.

In all, over \$8,000 in prize money is available at this year's event.

"This is my favorite Auburn event, which is saying a lot because Auburn has some truly stellar annual events," said Kahl Muscott, a member of the Harvest Festival committee. "It is a wonderful family event set in a picturesque park, and the day is consistently filled with smiles and great sense of community pride."

There are other contests at the festival including a costume contest and parade, both also have prizes to be won.

Costume contest registration starts at 1 p.m. The parade, led by the bubbly Sugar Plum Fairies, begins at 2 p.m.

Entertainment will be provided by the band Red Dirt Ruckus. The band hails from the area and features an eclectic mix of original and familiar tunes.

There will also be bounce houses (for a small fee) and over 50 vendors to peruse, plus food.

The theme for booth decorations this year is Everything Disney

"The Harvest Festival is special because it's an opportunity to engage your creative senses while meandering through the park with family and friends of all ages," said Sheryl Petersen, a member of the Harvest Festival committee.



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COMMENTS (0)

Empty comment box with a vertical scrollbar on the right side.

Post Comment

News **Roseville man in custody for suspected murder of two adults, two juveniles** SUBSCRIBE



Auburn Journal **Open dirt road for fire escape**



Lincoln News Messenger **Lady Zebras golf win FVL for second year in a row**



The Placer-Herald **Six local champions crowned at All American Speedway**



Auburn Journal **Theresa Shaw's 67 leads Bruins golfers to PVL crown**

Gold Country Media

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For the Lacy family, dressing up for the annual Auburn Harvest Festival is a family tradition. Their theme this year was "Family of the Dead."

Prodigious pumpkins, creative costumes fill festival

23rd annual Auburn Harvest Festival gave away cash prizes



Michael Kirby Oct 21, 2019 5:04 PM

Gold Country Media

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Second place: Donald Timmins, 807 pounds

Third place: Tom Wilson, 456 pounds

Giant Pumpkin Youth Division winners

First place: Leah Malfatti, 258 pounds

Second place: Serena Davidson, 236 pounds

Scarecrow Contest winners

First place: Kurt Barton, "Corn Dog"

Second place: Ellen Read, "Witches Brew"

Third place: Monique Meador, "Jacked"

< Scarecrow Youth winners

...st place: The Jelly Hunter, Auburn Elementary Discovery Club

Second place: Live Oak Waldorf School

People's Choice winner

First: Very Hungry Caterpillar, Kinder Ready Pre-School

Festival Saturday.

"We used water only to grow the pumpkin no fertilizer. It was the first time we have ever attempted to grow a giant pumpkin," said Scott Trentz. "It was a family effort." The Trentz family won \$1,000 for the largest pumpkin and an extra \$500 for the largest pumpkin grown in Placer County.



Gold Country Media

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The giant pumpkin weighing kicked off the event at 10 a.m., and attendees voted for their favorite scarecrow entry all day until the voting ended at 2 p.m. The children’s costume parade began at 2 p.m. led by the Sugar Plump Fairies and ended with an awards ceremony shortly after. Prizes were awarded for best and most creative costumes by age groups.

Winners in the scarecrow contest also received money prizes for their artsy creations. Kurt Barton of Meadow Vista won the open division, Auburn Elementary Discovery Club won the youth division and Kinder Ready Pre-School was the people’s choice.

Red Dirt Ruckus provide the music throughout the day.



COMMENTS (0)

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