

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE STANDING FINANCE COMMITTEE AGENDA**

WEDNESDAY, OCTOBER 23, 2019, 2:00 PM

**CANYON VIEW COMMUNITY CENTER
471 MAIDU DRIVE, AUBURN, CA 95603**

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

Ainsleigh ____ Lynch ____

2.0 AGENDA REVIEW, CHANGES, AND APPROVAL

3.0 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 Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from October 23, 2019 Standing Finance Meeting

Recommendation: Review and approve minutes.

4.2 Review of Cash Requirements for October, 2019

Recommendation: Review and approve cash requirements for October, 2019, forward to the consent calendar for review and approval.

4.3 Review of Financials for October, 2019

Recommendation: Review and approve Financials for October, 2019, forward to the consent calendar for review and approval.

4.4 Resolution Number 2019-29: Transfer of Equipment Reserve Funds

Shall the Auburn Area Recreation and Park District approve and adopt Resolution Number 2019-29, a resolution authorizing the transfer of funds from the Equipment Reserve Fund to reimburse the general fund for the purchase of a Fujitsu Heat/Air Unit for Christian Valley Park's Tutor Totter Preschool and a Rain Bird Pump for Regional Park?

4.5 Energy Savings Performance Contract

Shall the Auburn Area Recreation and Park District (ARD) move forward with establishing an Energy Savings Performance Contract?

4.6 Major Expenditures: None.

4.7 Discussion Items:

1. Fee Waiver Log.
2. County Mitigation Fund, current balance \$487,738.

5.0 ITEMS TO BE CONSIDERED AT FUTURE STANDING FINANCE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNMENT

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

11-8-19
Date

2:00 pm
Time

P. Larson
Secretary to the Board

SECTION: 4.0

**ITEM: 4.1 APPROVAL OF MINUTES FROM OCTOBER 23,
2019 STANDING FINANCE MEETING**

DESCRIPTION: SEE ATTACHED MINUTES

INFORMATION:

**STAFF
RECOMMENDATION: REVIEW AND APPROVE**

FISCAL IMPACT:

**Auburn Area Recreation and Park District
Minutes
Meeting of the Standing Finance Committee
Wednesday, October 23, 2019, 4:00 PM
Canyon View Community Center, Board Room
471 Maidu Drive
Auburn, California 95603**

1.0 CALL TO ORDER

The meeting of the Standing Finance Committee was called to order at 4:01 p.m.

ROLL CALL

Director Ainsleigh was present, Director Lynch was absent.

2.0 AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Ainsleigh.

3.0 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 Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from September 18, 2019 Standing Finance Meeting

Director Ainsleigh reviewed and approved the Minutes from the September 18, 2019 Standing Finance Meeting.

4.2 Review of Cash Requirements for September, 2019

Director Ainsleigh reviewed and approved the cash requirements for September, 2019 and forwarded them to the consent calendar for review and approval.

4.3 Review of Financials for September, 2019

Director Ainsleigh reviewed and approved the financials for September, 2019 and forwarded them to the consent calendar for review and approval.

4.4 Updated Obsolescence List

Director Ainsleigh reviewed and approved the updated obsolescence list and forwarded it to the Board of Directors for review and approval.

4.5 Final Budget Revision for Fiscal Year 2019/2020

Director Ainsleigh reviewed and approved the Final Budget Revision for Fiscal Year 2019/2020 and forwarded it to the Board of Directors for review and approval.

4.6 Appointment for New Auditor

Director Ainsleigh reviewed the proposals from auditors that submitted them for the years 2020, 2021, and 2022 and forwarded the proposals from Nigro & Nigro and Richardson & Company, LLP to the Board of Directors for consideration.

4.7 Major Expenditures: None.

4.8 Discussion Items:

1. Review of last five years of volunteer hours – this item was forwarded to the Board of Directors for review.
2. Fee Waiver Log.
3. County Mitigation Fund, current balance \$487,738.

5.0 ITEMS TO BE CONSIDERED AT FUTURE STANDING FINANCE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 4:45 p.m.

Board Secretary

Date

SECTION: 4.0

**ITEM: 4.2 REVIEW OF CASH REQUIREMENTS FOR
OCTOBER, 2019**

DESCRIPTION: SEE ATTACHMENT

INFORMATION:

STAFF

**RECOMMENDATION: REVIEW AND APPROVE, FORWARD TO THE
BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

SEE ATTACHED LISTING

OF EXPENSES: \$425,767.91

Ranges:	From:	To:	From:	To:
Check Number	First	Last	10/1/2019	10/31/2019
Vendor ID	First	Last	Check Date	
Vendor Name	First	Last	Checkbook ID	COMM 1ST

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19237	S0016	Sam's Club	10/4/2019	COMM 1ST	PMCHK00002595	\$763.11
19238	S1007	Stationary Engineers, Local 39	10/4/2019	COMM 1ST	PMCHK00002595	\$410.33
19239	U0033	United States Treasury	10/4/2019	COMM 1ST	PMCHK00002595	\$75.00
19240	V0017	Vehicle Registration Collectio	10/4/2019	COMM 1ST	PMCHK00002595	\$131.00
19241	P0029	Placer County Environmental He	10/3/2019	COMM 1ST	PMCHK00002596	\$187.00
19242	1099-104	Thomas Seibel	10/11/2019	COMM 1ST	PMCHK00002597	\$65.00
19243	1099-193	Celena Polena	10/11/2019	COMM 1ST	PMCHK00002597	\$312.00
19244	1099-256	Healing Pastures, Inc.	10/11/2019	COMM 1ST	PMCHK00002597	\$60.00
19245	1099-269	Deborah Lynn	10/11/2019	COMM 1ST	PMCHK00002597	\$195.00
19246	1099-271	Kelpro Security	10/11/2019	COMM 1ST	PMCHK00002597	\$1,758.00
19247	1099-291	Isaac Humber	10/11/2019	COMM 1ST	PMCHK00002597	\$175.50
19248	1099-313	Alison Lloyd	10/11/2019	COMM 1ST	PMCHK00002597	\$252.00
19249	1099-342	Susie Bell	10/11/2019	COMM 1ST	PMCHK00002597	\$18.00
19250	1099-5	Daniel Crandall	10/11/2019	COMM 1ST	PMCHK00002597	\$193.20
19251	1099-53	Patricia Waskowiak	10/11/2019	COMM 1ST	PMCHK00002597	\$45.64
19252	A0001	Recology Auburn Placer	10/11/2019	COMM 1ST	PMCHK00002597	\$818.92
19253	A0002	A&A Stepping Stone Mfg., Inc.	10/11/2019	COMM 1ST	PMCHK00002597	\$187.39
19254	A0027	Recology Auburn Placer	10/11/2019	COMM 1ST	PMCHK00002597	\$1,306.84
19255	A0051	Anderson's Sierra Pipe Co.	10/11/2019	COMM 1ST	PMCHK00002597	\$136.69
19256	B0071	Mark Brunner	10/11/2019	COMM 1ST	PMCHK00002597	\$23.00
19257	C0041	CPRS	10/11/2019	COMM 1ST	PMCHK00002597	\$150.00
19258	C0072	CIT Technology Fin. Serv., Inc	10/11/2019	COMM 1ST	PMCHK00002597	\$576.93
19259	C0111	Cal.net	10/11/2019	COMM 1ST	PMCHK00002597	\$66.90
19260	C0130	Cirrus Group LLC	10/11/2019	COMM 1ST	PMCHK00002597	\$683.00
19261	D0010	Diamond Pacific	10/11/2019	COMM 1ST	PMCHK00002597	\$1,274.90
19262	D0015	Department of Social Services	10/11/2019	COMM 1ST	PMCHK00002597	\$242.00
19263	D0025	Dawson Oil Company	10/11/2019	COMM 1ST	PMCHK00002597	\$3,769.53
19264	D0066	De Lage Landen Financial Servi	10/11/2019	COMM 1ST	PMCHK00002597	\$332.48
19265	E0008	Ewing Irrigation Products, Inc	10/11/2019	COMM 1ST	PMCHK00002597	\$26,114.29
19266	F0038	Fastenal Company	10/11/2019	COMM 1ST	PMCHK00002597	\$1,657.75
19267	G0006	Gold Country Media Publication	10/11/2019	COMM 1ST	PMCHK00002597	\$130.00
19268	G0045	GSSA	10/11/2019	COMM 1ST	PMCHK00002597	\$686.40
19269	G0095	The Garland Co, Inc	10/11/2019	COMM 1ST	PMCHK00002597	\$2,606.96
19270	H0007	Hall's Towing, Inc.	10/11/2019	COMM 1ST	PMCHK00002597	\$150.00
19271	K0011	Kaiser Foundation Health Plan,	10/11/2019	COMM 1ST	PMCHK00002597	\$16,872.40
19272	L0027	Pat Larson	10/11/2019	COMM 1ST	PMCHK00002597	\$46.92
19273	L0033	Les Schwab	10/11/2019	COMM 1ST	PMCHK00002597	\$130.35
19274	M0019	Kahl Muscott	10/11/2019	COMM 1ST	PMCHK00002597	\$222.53
19275	M0074	Miracle Playsystems Inc	10/11/2019	COMM 1ST	PMCHK00002597	\$2,404.66
19276	M0098	Meadow Vista County Water Dist	10/11/2019	COMM 1ST	PMCHK00002597	\$2,242.13
19277	M0099	George Eric Menig	10/11/2019	COMM 1ST	PMCHK00002597	\$5,375.00
19278	N0048	Normac, Inc.	10/11/2019	COMM 1ST	PMCHK00002597	\$36.39
19279	P0005	Placer County Water Agency	10/11/2019	COMM 1ST	PMCHK00002597	\$227.02
19280	P0007	Pacific Gas & Electric Company	10/11/2019	COMM 1ST	PMCHK00002597	\$558.53
19281	P0023	PG&E	10/11/2019	COMM 1ST	PMCHK00002597	\$88.33
19282	P0072	Sheryl Petersen	10/11/2019	COMM 1ST	PMCHK00002597	\$109.62
19283	R0073	Riebes Auto Parts	10/11/2019	COMM 1ST	PMCHK00002597	\$692.11
19284	S0008	Sherwin-Williams	10/11/2019	COMM 1ST	PMCHK00002597	\$20.80
19285	S0009	Sierra Saw Sales And Service	10/11/2019	COMM 1ST	PMCHK00002597	\$510.25
19286	S0018	Sunland Analytical Lab, Inc.	10/11/2019	COMM 1ST	PMCHK00002597	\$70.00
19287	S0034	Thatcher Company	10/11/2019	COMM 1ST	PMCHK00002597	\$1,840.33
19288	S0050	Sierra Safety	10/11/2019	COMM 1ST	PMCHK00002597	\$208.94
19289	S0052	Sierra Custom Awards & More	10/11/2019	COMM 1ST	PMCHK00002597	\$11.80
19290	S0054	Souza's Tire Service	10/11/2019	COMM 1ST	PMCHK00002597	\$783.17
19291	S0094	Manouch Shirvanioun	10/11/2019	COMM 1ST	PMCHK00002597	\$40.25
19292	S0145	SCP Pool Distributors LLC	10/11/2019	COMM 1ST	PMCHK00002597	\$208.29

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19293	S1000	State Of California/DOJ	10/11/2019	COMM 1ST	PMCHK00002597	\$138.00
19294	S1003	Sutter Medical Foundation	10/11/2019	COMM 1ST	PMCHK00002597	\$180.00
19295	T0031	Turf Star, Inc.	10/11/2019	COMM 1ST	PMCHK00002597	\$222.18
19296	TEMPN	Neal Douglas dba Red Dirt Ruck	10/11/2019	COMM 1ST	PMCHK00002597	\$500.00
19297	TEMPW	Ron Weber	10/11/2019	COMM 1ST	PMCHK00002597	\$100.00
19298	V0007	Verizon Wireless	10/11/2019	COMM 1ST	PMCHK00002597	\$1,030.44
19299	V0019	Valley Rock Landscape Material	10/11/2019	COMM 1ST	PMCHK00002597	\$347.53
19300	W0001	Walker's Office Supplies, Inc.	10/11/2019	COMM 1ST	PMCHK00002597	\$415.49
19301	W0044	Wave	10/11/2019	COMM 1ST	PMCHK00002597	\$1,736.05
19302	Y0003	Yamasaki Landscape Architectur	10/11/2019	COMM 1ST	PMCHK00002597	\$1,020.00
19304	C0094	Curt Schlenker	10/18/2019	COMM 1ST	PMCHK00002598	\$350.00
19305	S1007	Stationary Engineers, Local 39	10/18/2019	COMM 1ST	PMCHK00002598	\$387.49
19306	TEMPA	ARD	10/18/2019	COMM 1ST	PMCHK00002598	\$50.00
19307	TEMPH	Mitzi Hodges	10/18/2019	COMM 1ST	PMCHK00002598	\$300.00
19308	TEMPK	Manjit Kaur	10/18/2019	COMM 1ST	PMCHK00002598	\$220.00
19309	U0033	United States Treasury	10/18/2019	COMM 1ST	PMCHK00002598	\$75.00
19310	U0019	US Bank	10/18/2019	COMM 1ST	PMCHK00002599	\$8,967.86
19311	1099-107	Margaret Patricia Schreiber	10/25/2019	COMM 1ST	PMCHK00002600	\$50.00
19312	1099-117	Juan Aceituno	10/25/2019	COMM 1ST	PMCHK00002600	\$195.00
19313	1099-218	Auburn Gymnastics Center	10/25/2019	COMM 1ST	PMCHK00002600	\$195.00
19314	1099-224	Doug Houston DBA Parklands Gro	10/25/2019	COMM 1ST	PMCHK00002600	\$1,000.00
19315	1099-243	Phillip Dallas	10/25/2019	COMM 1ST	PMCHK00002600	\$325.00
19316	1099-256	Healing Pastures, Inc.	10/25/2019	COMM 1ST	PMCHK00002600	\$112.50
19317	1099-277	Foothill Karate Do	10/25/2019	COMM 1ST	PMCHK00002600	\$45.50
19318	1099-313	Alison Lloyd	10/25/2019	COMM 1ST	PMCHK00002600	\$446.40
19319	1099-338	Monique Meador	10/25/2019	COMM 1ST	PMCHK00002600	\$300.00
19320	1099-343	Faith Petersen	10/25/2019	COMM 1ST	PMCHK00002600	\$726.00
19321	1099-364	Davison, Chris	10/25/2019	COMM 1ST	PMCHK00002600	\$30.00
19322	1099-368	Clean Cut Landscape	10/25/2019	COMM 1ST	PMCHK00002600	\$143,416.83
19323	1099-369	Mary Cotton	10/25/2019	COMM 1ST	PMCHK00002600	\$9.00
19324	1099-FF103	Thomas L. Wilson	10/25/2019	COMM 1ST	PMCHK00002600	\$500.00
19325	1099-FF104	Linda Myers	10/25/2019	COMM 1ST	PMCHK00002600	\$300.00
19326	1099-FF105	Kurt Barton	10/25/2019	COMM 1ST	PMCHK00002600	\$500.00
19327	A0145	API Marketing	10/25/2019	COMM 1ST	PMCHK00002600	\$281.53
19328	A1010	Advantage Martketing and Print	10/25/2019	COMM 1ST	PMCHK00002600	\$95.46
19329	B0064	Blue Moon Designs	10/25/2019	COMM 1ST	PMCHK00002600	\$101.08
19331	C0113	Cooks Portable Toilets & Septi	10/25/2019	COMM 1ST	PMCHK00002600	\$1,598.00
19332	C0130	Cirrus Group LLC	10/25/2019	COMM 1ST	PMCHK00002600	\$583.00
19333	F0053	F Loduca Co.	10/25/2019	COMM 1ST	PMCHK00002600	\$139,651.66
19334	G0027	Giuliani & Kull - Auburn Inc.	10/25/2019	COMM 1ST	PMCHK00002600	\$1,900.00
19335	H0056	Humana Dental Ins. Co	10/25/2019	COMM 1ST	PMCHK00002600	\$2,160.18
19336	I0020	Industrial Plumbing Supply, LL	10/25/2019	COMM 1ST	PMCHK00002600	\$300.76
19337	L0021	Lifeguard, Inc.	10/25/2019	COMM 1ST	PMCHK00002600	\$62.74
19338	N0012	Nevada Irrigation District	10/25/2019	COMM 1ST	PMCHK00002600	\$629.75
19339	N0051	National Aquatic Services, Inc	10/25/2019	COMM 1ST	PMCHK00002600	\$2,411.95
19340	P0005	Placer County Water Agency	10/25/2019	COMM 1ST	PMCHK00002600	\$7,628.74
19341	P0007	Pacific Gas & Electric Company	10/25/2019	COMM 1ST	PMCHK00002600	\$11,321.02
19342	P0021	Petty Cash	10/25/2019	COMM 1ST	PMCHK00002600	\$52.00
19343	P0072	Sheryl Petersen	10/25/2019	COMM 1ST	PMCHK00002600	\$25.00
19344	R0073	Riebes Auto Parts	10/25/2019	COMM 1ST	PMCHK00002600	\$237.29
19345	S0009	Sierra Saw Sales And Service	10/25/2019	COMM 1ST	PMCHK00002600	\$516.23
19346	S0025	Sierra Pacific Turf Supply, In	10/25/2019	COMM 1ST	PMCHK00002600	\$5,733.58
19347	S0050	Sierra Safety	10/25/2019	COMM 1ST	PMCHK00002600	\$115.51
19348	S0067	Superfast Copy	10/25/2019	COMM 1ST	PMCHK00002600	\$28.32
19349	S0143	SMOA	10/25/2019	COMM 1ST	PMCHK00002600	\$1,245.00
19350	S0156	Sunstate Equipment Co.	10/25/2019	COMM 1ST	PMCHK00002600	\$492.64
19351	S0157	Amanda Smith	10/25/2019	COMM 1ST	PMCHK00002600	\$45.00
19352	T0072	Time Sidelilne	10/25/2019	COMM 1ST	PMCHK00002600	\$599.00
19353	T0073	Donald Timmins	10/25/2019	COMM 1ST	PMCHK00002600	\$600.00
19354	T0074	Scott Trentz	10/25/2019	COMM 1ST	PMCHK00002600	\$1,500.00
19355	TEMPB	Bowman School	10/25/2019	COMM 1ST	PMCHK00002600	\$46.94
19356	TEMPD	Margaret Ditta	10/25/2019	COMM 1ST	PMCHK00002600	\$40.00
19357	TEMPH	Katie Hansen	10/25/2019	COMM 1ST	PMCHK00002600	\$40.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19358	TEMPK	Christina Kay	10/25/2019	COMM 1ST	PMCHK00002600	\$25.00
19359	TEMPM	Leah Malfatti	10/25/2019	COMM 1ST	PMCHK00002600	\$150.00
19360	TEMPN	Celenne Nungaray	10/25/2019	COMM 1ST	PMCHK00002600	\$71.50
19361	TEMPR	Ellen Read	10/25/2019	COMM 1ST	PMCHK00002600	\$400.00
19362	TEMPS	Rebecca Shotwell	10/25/2019	COMM 1ST	PMCHK00002600	\$30.00
19363	TEMPV	Kyle Vogt	10/25/2019	COMM 1ST	PMCHK00002600	\$25.00
19364	TEMPW	Randy Warren	10/25/2019	COMM 1ST	PMCHK00002600	\$300.00
19365	W0001	Walker's Office Supplies, Inc.	10/25/2019	COMM 1ST	PMCHK00002600	\$769.12
19366	W0010	Waxie Sanitary Supply	10/25/2019	COMM 1ST	PMCHK00002600	\$199.06
19367	W0042	Live Oak Waldorf School	10/25/2019	COMM 1ST	PMCHK00002600	\$100.00
19368	Y0003	Yamasaki Landscape Architectur	10/25/2019	COMM 1ST	PMCHK00002600	\$1,210.00

Total Checks: 130

Total Amount of Checks: \$425,767.91

SECTION: 4.0

ITEM: 4.3

**REVIEW OF FINANCIALS FOR
OCTOBER, 2019**

DESCRIPTION:

SEE ATTACHMENT

INFORMATION:

**REVIEW AND APPROVE, FORWARD TO THE
CONSENT CALENDAR FOR REVIEW AND
APPROVAL**

FISCAL IMPACT:

NONE

Notations from October's Financials:

Revenues –

- **Park Services** are down \$14,000. The Obstacle Race came in \$6,200 under budget, but profit for the total event currently shows \$6,000 which looks about the same as last year. Special Events and Youth Sports Camps - Bureau are both down \$2,000 each. This could just be a timing issue and hopefully it will even out in November.
- **Tax Revenues** are still showing us \$14,000 above budget. Current Supplemental came in above expectations.

Expenses –

- **Maintenance Expense** is over by \$10,400. Sierra Pool had \$4,500 in extra expenses for the month, extra chlorine to cover through January and a needed repair of an auto fill for the splash pool. Day Camp maintenance came in \$2,700 over budget due to more material needs than expected. Repairs on the Recreation Preschool roof put us over by \$2,700 for additional material needs. Other cuts will be made appropriately.
- **Capital Improvements** are under budget by \$115,000. The Reel Mower was budgeted for in October, but has not been purchased yet.

PROFIT & LOSS									
19/20 Approved Budget									
	Approved Budget FY 19-20	% Of Total	Mid-Yr Revision FY 19-20	2019 Oct ACTUALS	Last Yr Oct Actuals	2019 YTD ACTUALS	2019 YTD BUDGET	Last Yr YTD ACTUALS	
Operating Revenues									
Program Revenue	1,254,440	20%	1,325,160	118,842	138,235	928,889	942,910	880,010	
Facility Revenue	178,050	3%	177,577	12,324	7,885	138,053	137,301	130,969	
Misc. Revenue	49,790	1%	43,460	5,566	2,021	29,823	29,116	36,927	
Grants & Donations	11,440	0%	57,840	5,568	4,309	26,519	25,200	10,777	
Interest Income	60,270	1%	68,410	4,882	3,890	49,751	49,250	32,563	
Equipment Reserve Transfers	292,700	5%	275,845	-	0%	-	-	94,124	
Project Reserve Transfers	807,700	13%	642,225	62,431	59,929	1,555,957	1,408,852	1,464,033	
Tax Revenue in Kind/Atwood	3,233,500	53%	3,308,408	-	0%	9,626	9,628	9,981	
County & City Mitigation Revenue	26,470	0%	22,863	33,000	0%	33,000	33,000	122,000	
Total Operating Revenue	6,156,660	100.00	6,503,688	242,613	216,069	2,771,618	2,652,257	2,874,996	
Expenditures									
Program Expense	245,940	4%	257,000	22,452	21,074	187,876	187,630	178,214	
Operating & Supplies	390,380	7%	403,173	27,907	27,431	218,116	218,796	201,664	
Utilities Expense	213,290	4%	218,180	22,073	24,489	137,027	138,955	146,831	
Professional Services	64,840	1%	101,194	2,830	5,234	42,130	42,064	29,304	
Building & Grounds Maintenance	486,890	8%	546,097	31,075	47,160	233,619	219,151	226,851	
Property Tax Admin.	60,950	1%	61,820	-	-	3,049	3,050	2,295	
Wages	2,332,460	39%	2,344,510	183,443	149,545	1,315,045	1,319,710	1,262,429	
Benefits & Payroll Costs	901,850	15%	922,968	64,461	51,555	509,943	506,538	476,032	
Fixed Asset Expense	307,410	5%	327,735	2,405	24,259	146,380	261,535	157,624	
Capital Improvement Projects	995,000	17%	1,131,820	314,643	119,051	583,535	582,920	351,604	
Debt Services	2,000	0%	2,000	-	-	-	-	-	
Total Expenditures	6,001,010	100.00	6,316,497	671,289	469,798	3,376,720	3,480,349	3,032,648	
Net Revenue Over Expenditures	\$ 155,650	2.53	\$ 187,191	\$ (428,676)	(253,729)	(\$605,102)	(\$828,092)	(\$157,652)	
Annual Contingency Reserve (1-2%)									Total
Annual Equip Replacement Reserve	\$ 50,000		\$ 75,535			\$ 50,000	\$ 897,817	\$ 774,762	Total
Future Capital Construction Reserve			\$ 50,000			\$ 202,459	\$ 875,098	\$ 944,359	Total
Cell Tower Reserves						\$ (122,459)	\$ -	\$ 122,459	Total
ADA Reserve	\$ 5,000		\$ 5,000			\$ 5,000	\$ 25,032	\$ 20,032	Total
CalPERS unfunded liability reserve	\$ 45,800		\$ 45,800			\$ 45,800	\$ 183,200	\$ 137,400	Total
TOTAL RESERVE BALANCES							\$ 2,431,147	\$ 2,449,012	
Net Position	\$ 54,850		\$ 10,856						

Auburn Area Recreation and Park District

Balance Sheet

10/31/2019

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	298,881.39
Placer County Treasure-General	2,499,689.10
Placer County Treasurer - City Trust	479,308.51
Accounts Receivable	10,788.96
Due From Other Governments	15,000.00
PCOE Receivables	26,191.00
Prepaid Liability Expense	14,318.50
Prepaid Workers Comp Insurance	19,425.88
TOTAL ASSETS	<u><u>\$3,364,183.34</u></u>
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	\$1,328.00
Gift Certificates	118.00
Compensated Absenses	129,642.79
Sales Tax Payable	275.00
Total Current Liabilities	<u>\$131,363.79</u>
<u>Net Position</u>	
General Fund Balance	\$3,837,920.21
Net Profit (Loss)	(605,100.66)
Total Net Postion	<u>\$3,232,819.55</u>
TOTAL LIABILITY AND NET POSITION	<u><u>\$3,364,183.34</u></u>

**Auburn Recreation and Park District
Balance Sheet
As of 10/31/2019**

ASSETS

Current Assets

Petty Cash	580.00
First Foundation Bank	298,881.39
Placer County Treasurer – General Fund	2,499,689.10
Placer County Treasurer – City Trust	479,308.51
Accounts Receivable – ARD	10,788.96
Government Accounts Receivable	15,000.00
PCOE Youth Services Receivable	26,191.00
Prepaid Expenses	0.00
Prepaid Liability Insurance	14,318.50
Prepaid Workers Comp Insurance	19,425.88

Total Current Assets **\$3,364,183.34**

Fixed Assets

Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	13,059,816.30
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	891,297.49
Less: Accumulated Depreciation	(9,958,827.00)

Total Fixed Assets **\$7,505,092.45**

TOTAL ASSETS **\$10,869,275.79**

**Auburn Recreation and Park District
Balance Sheet (Continued)
As of 10/31/2019**

LIABILITIES AND NET POSITON

Current Liabilities

Prepaid Revenue	1,328.00
Liability Insurance Payable	0.00
Gift Certificates	118.00
Compensated Absences	129,642.79
Accounts Payable	0.00
Sales Tax Payable	275.00
Misc Deductions Payable	0.00
Worker's Comp Payable	0.00
Accrued Expenses	0.00
Accrued Payroll	0.00

Total Current Liabilities	\$131,363.79
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Fund Balances

Investments in Fixed Assets	7,505,092.45
GFB: Youth Assistance Fund	19,169.51
GFB: General Fund Balance	923,762.25
RFB: Reserved (City Mitigation)	479,308.51
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	(4,211.41)
DFB: Atwood – Equipment Repl Fund	1,003.66
DFB: Calpers – Unfunded Liability Fund	183,200.00
DFB: ADA Reserves	25,031.75

Net Position	(605,100.66)
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Total Assets	7,505,092.45
Total Unrestricted Funds GFB	942,931.76
Total Reserved Funds	2,676,688.72
Total Designated Funds	218,299.73

TOTAL LIABILITIES AND NET POSITION	<u>\$10,869,275.79</u>
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Auburn Rec & Park

Profit & Loss - Detail
4/1/2019 to 10/31/2019
For All Segment1's
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Electric Reimb.- CV Comm Ctr	(84.57)	(560.24)	(550.00)	(10.24)	101.86
Gas/Electric - CVCC	1,933.43	16,194.37	16,205.00	(10.63)	99.93
Gas/Electric - Sierra Pool	2,045.65	16,276.39	15,360.00	916.39	105.97
Gas/Electric - PH Pool	442.96	2,973.49	3,080.00	(106.51)	96.54
Electric - Day Camp	69.23	1,055.82	1,060.00	(4.18)	99.61
Gas/Elec - Recreation Park Street lighting	872.84	5,672.23	5,760.00	(87.77)	98.48
Gas/Electric - Reg Park	2,960.89	12,826.66	13,010.00	(183.34)	98.59
Lighting Reimb.- Reg Park	60.00	(4,153.00)	(4,020.00)	(133.00)	103.31
Gas/Electric - Ashford Park	336.80	1,720.45	2,040.00	(319.55)	84.34
Gas/Electric - MV Park	585.52	3,597.85	3,780.00	(182.15)	95.18
Electric - Railroad Park	537.75	1,712.49	1,730.00	(17.51)	98.99
Lighting Reimb.-Railhead	(279.74)	(465.71)	(360.00)	(105.71)	129.36
Gas/Electric - Winchester Park	181.80	878.01	900.00	(21.99)	97.56
Reimbursements - Gas/Elec Pool	0.00	(10,565.46)	(10,570.00)	4.54	99.96
Water - Rec Comm Ctr	560.86	1,652.63	1,610.00	42.63	102.65
Water - Reg Comm Ctr	177.23	1,214.05	1,440.00	(225.95)	84.31
Water - CV Comm Ctr	502.38	1,047.94	820.00	227.94	127.80
Water - CVCC	0.00	1,781.62	2,400.00	(618.38)	74.23
Water - Sierra Pool	1,041.59	3,069.16	2,030.00	1,039.16	151.19
Water - PH Pool	628.42	835.33	230.00	605.33	363.19
Water - Rec Park	1,006.22	3,210.53	3,210.00	0.53	100.02
Water - Regional Park	176.31	1,078.94	1,260.00	(181.06)	85.63
Water - Ashford Park	1,012.54	3,318.38	3,340.00	(21.62)	99.35
Water - MV Park	1,855.44	10,316.33	9,800.00	516.33	105.27
Water - CV Park	753.58	2,666.10	2,980.00	(313.90)	89.47
Water - Railroad Park	1,015.78	2,891.66	2,830.00	61.66	102.18
Water - CVCC Park	0.00	1,204.96	1,810.00	(605.04)	66.57
Water - Overlook Park	1,701.65	4,166.75	5,050.00	(883.25)	82.51

Profit & Loss - Detail
4/1/2019 to 10/31/2019
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Water - Placer Hills Park	19.43	3,883.02	4,640.00	(756.98)	83.69
Water - Atwood	276.21	3,333.62	3,410.00	(76.38)	97.76
Reimb - Water - Sierra Pool	0.00	(1,269.80)	(1,270.00)	0.20	99.98
Sanitation - Rec Park (Sewer)	0.00	9,344.02	9,350.00	(5.98)	99.94
Sanitation - Regional Park (Sewer)	0.00	15,102.59	15,110.00	(7.41)	99.95
Sanitation - Ashford Park (Sewer)	0.00	1,642.44	1,650.00	(7.56)	99.54
Sanitation - Railroad Park (Sewer)	0.00	173.78	180.00	(6.22)	96.54
Sanitation - Overlook (Sewer)	0.00	735.88	740.00	(4.12)	99.44
Sanitation - CVCC (Sewer)	0.00	10,189.16	10,190.00	(0.84)	99.99
Total Utilities Expense	22,072.53	137,026.65	138,955.00	(1,928.35)	98.61
Legal Expenses					
Legal Fees	0.00	13,779.66	13,780.00	(0.34)	100.00
Total Legal Expense	0.00	13,779.66	13,780.00	(0.34)	100.00
Professional Services					
Professional Services - Rec	0.00	110.00	110.00	0.00	100.00
Professional Services - Aqu	0.00	274.00	270.00	4.00	101.48
Professional Services - YS	2,830.44	15,414.65	15,350.00	64.65	100.42
Professional Services - F & G	0.00	3,111.77	3,113.00	(1.23)	99.96
Professional Services - Bureau of Reclamatic	0.00	1,116.99	1,117.00	(0.01)	100.00
Professional Services - Atwood	0.00	5,590.81	5,590.00	0.81	100.01
Professional Services - C Serv	0.00	838.08	840.00	(1.92)	99.77
Professional Services - Admin	0.00	1,893.84	1,894.00	(0.16)	99.99

Profit & Loss - Detail
 4/1/2019 to 10/31/2019
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Total Professional Services	2,830.44	28,350.14	28,284.00	66.14	100.23
Bldg & Ground Maintenance					
Equipment Rental - F & G	492.64	672.64	280.00	392.64	240.23
Vehicle Maintenance	1,291.89	5,038.85	5,320.00	(281.15)	94.72
Irrigation Supplies - General	0.00	2,809.72	2,910.00	(100.28)	96.55
Maint - Recreation Field	0.00	1,642.23	1,850.00	(207.77)	88.77
Maint - CV Baseball Field	1,021.65	2,897.40	1,880.00	1,017.40	154.12
Maint - James Field	0.00	3,679.16	3,679.00	0.16	100.00
Maint - Beggs Field	977.35	13,798.79	13,820.00	(21.21)	99.85
Maint - Sierra Pool	4,592.81	30,401.54	25,890.00	4,511.54	117.43
Reimbursement- Maint Pool	0.00	(4,433.66)	(4,430.00)	(3.66)	100.08
Maint & Repairs - Equipment	2,967.80	12,739.06	12,780.00	(40.94)	99.68
Maint - PH Pool	(124.00)	6,354.78	6,520.00	(165.22)	97.47
Maint - MV Soccer Field	0.00	8.50	10.00	(1.50)	85.00
Maint - Winchester Fields	268.75	537.50	570.00	(32.50)	94.30
Maint - MV Tennis Courts	0.00	4,500.00	4,500.00	0.00	100.00
Rep/Maint - Aub EI	98.88	605.36	510.00	95.36	118.70
Rep/Maint - Rock Creek	0.00	641.79	640.00	1.79	100.28
Rep/Maint - Day Camp	2,690.22	3,618.13	930.00	2,688.13	389.05
Maint - Recreation Park	1,699.60	17,306.95	17,440.00	(133.05)	99.24
Maint - Regional Park	2,803.97	43,522.28	43,520.00	2.28	100.01
Maint - Ashford Park	537.50	5,736.32	5,750.00	(13.68)	99.76
Maint - Meadow Vista Park	815.71	6,019.08	6,110.00	(90.92)	98.51
Maint - Christian Valley Park	322.50	1,963.59	2,040.00	(76.41)	96.25
Maint - Railroad Park	468.31	2,667.97	2,700.00	(32.03)	98.81
Maint - CVCC Park	324.63	1,096.93	1,080.00	16.93	101.57
Maint - Overlook Park	1,189.50	5,294.14	4,610.00	684.14	114.84
Maint - Placer Hills Park	322.50	645.00	730.00	(85.00)	88.36

Profit & Loss - Detail
4/1/2019 to 10/31/2019
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Maint - Pocket Parks	4.68	138.34	140.00	(1.66)	98.81
Maint - Mt. Vernon Park	53.75	107.50	150.00	(42.50)	71.67
Maint - Winchester Park	0.00	709.70	710.00	(0.30)	99.96
Maint - Atwood	535.80	1,196.94	1,530.00	(333.06)	78.23
Maint - Shockley Park	322.50	1,996.52	1,922.00	74.52	103.88
Rep/Maint - Skyridge	0.00	469.70	470.00	(0.30)	99.94
Maint - Ashley Dog Park	300.00	1,079.70	780.00	299.70	138.42
Rep/Maint - Newcastle	0.00	0.00	50.00	(50.00)	0.00
Maint - Recreation Comm Ctr	3,592.10	18,213.24	11,520.00	6,693.24	158.10
Maint - Regional Comm Ctr	36.88	3,470.23	3,640.00	(169.77)	95.34
Maint - Christian Valley Comm Ctr	0.00	934.39	940.00	(5.61)	99.40
Maint - CVCC Comm Ctr	316.83	6,018.77	5,700.00	318.77	105.59
Maint - Overlook Modular	0.00	958.77	960.00	(1.23)	99.87
Maint - Regional Tennis Courts	0.00	4,573.77	4,580.00	(6.23)	99.86
Maint - RH Soccer A	0.00	1,298.00	1,300.00	(2.00)	99.85
Maint - Regional Field Soccer	0.00	433.26	440.00	(6.74)	98.47
Maint - RH Soccer B	0.00	918.66	920.00	(1.34)	99.85
Maint - Regional Bill Bean Field	0.00	9,698.32	9,700.00	(1.68)	99.98
Maint - MV Softball Field	0.00	0.00	10.00	(10.00)	0.00
Maint - Regional Field B	3,150.00	5,159.28	5,220.00	(60.72)	98.84
Maint - Regional Field C	0.00	2,149.30	2,150.00	(0.70)	99.97
Vandalism Repairs Expense	0.00	4,330.92	4,680.00	(349.08)	92.54
Total Building and Grounds Maintenance	31,074.75	233,619.36	219,151.00	14,468.36	106.60
Property Tax Administration/LAFCO					
Lafco Fees	0.00	3,048.91	3,050.00	(1.09)	99.96
Total Property Tax Administration/LAFCO	0.00	3,048.91	3,050.00	(1.09)	99.96

Profit & Loss - Detail
4/1/2019 to 10/31/2019
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Salaries Expense					
Wages - (Y.Serv) - Manager	5,348.80	37,862.36	37,860.00	2.36	100.01
Wages - (Cust Serv) - Full Time	9,175.77	66,038.71	66,640.00	(601.29)	99.10
Wages - (Cust Serv) - Part Time	1,355.59	11,140.35	11,090.00	50.35	100.45
Wages - (Admin) - Full Time	6,080.00	43,341.51	43,340.00	1.51	100.00
Wages - (Admin) - Part Time	9,170.65	63,597.06	63,600.00	(2.94)	100.00
Wages - (Y.Serv) - Alta Vista - PT	5,032.86	21,362.18	21,150.00	212.18	101.00
Wages - (Admin) - Board Pay	2,500.00	15,000.00	15,000.00	0.00	100.00
Wages - (Y.Serv) - Aub Elem - PT	8,116.21	39,949.88	39,560.00	389.88	100.99
Wages - (Y.Serv) - AE Maint	43.70	222.53	160.00	62.53	139.08
Wages - (Y. Serv) - RC Maint	0.00	706.24	690.00	16.24	102.35
Wages - (Y.Serv) - Skyridge - PT	7,296.56	35,335.87	34,720.00	615.87	101.77
Wages - (Y.Serv) - Day Camp - PT	375.83	107,716.34	107,940.00	(223.66)	99.79
Wages - (Y.Serv) - DC Maint	2,717.58	2,732.72	70.00	2,662.72	3903.89
Wages - (Rec) - Full Time	23,919.56	93,730.86	83,500.00	10,230.86	112.25
Wages - (Y. Serv) - Newcastle- PT	8,496.73	42,055.50	41,760.00	295.50	100.71
Wages - (Y.Serv) - NC Maint	86.94	86.94	0.00	86.94	0.00
Wages - (Rec) - Part Time	0.00	82.64	170.00	(87.36)	48.61
Wages - (Rec) - Seasonal	94.32	794.12	800.00	(5.88)	99.27
Wages - (Rec) - Adult Softball	361.77	3,201.45	3,140.00	61.45	101.96
Wages - (Rec) - Adult Basketball	146.28	1,302.66	1,320.00	(17.34)	98.69
Wages - (Y.Serv) - Preschool	4,873.46	17,333.80	17,030.00	303.80	101.78
Wages - (Aqua) - Aquatics Coordinator	696.65	15,031.66	14,980.00	51.66	100.35
Wages - (Aqua) - Aquatic Activities	0.00	4,403.20	4,400.00	3.20	100.07
Wages - (Aqua) - Public Swim	140.13	54,963.09	55,030.00	(66.91)	99.88
Wages - (Aqua) - Public Swim-PH	0.00	7,581.20	7,580.00	1.20	100.02
Wages - (Aqua) - Swim Lessons	0.00	7,542.09	7,550.00	(7.91)	99.90
Wages - (Aqua) - Swim Lessons-PH	0.00	3,377.14	3,370.00	7.14	100.21
Wages - (Aqua) - Master Swim	0.00	2,992.66	3,060.00	(67.34)	97.80

Profit & Loss - Detail
4/1/2019 to 10/31/2019
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Wages - (Aqua) - Swim Team Coaches	139.15	6,181.91	6,260.00	(78.09)	98.75
Wages - (Aqua) - Synchronized Swim Coach	0.00	11,730.42	11,730.00	0.42	100.00
Wages - (Fac & Grds) - Fac Attendant - Rec	6,420.81	41,253.24	39,830.00	1,423.24	103.57
Wages - (Fac & Grds) - Fac Att. - CVCC	2,889.54	18,881.97	19,000.00	(118.03)	99.38
Wages - (Fac & Grds) - Fac Attendant - Reg	2,214.48	25,405.63	24,090.00	1,315.63	105.46
Wages - (Fac & Grds) - Management	11,866.87	77,888.89	76,880.00	1,008.89	101.31
Wages - (Fac & Grds) - Recreation Park	22,506.12	165,376.31	180,620.00	(15,243.69)	91.56
Wages - (Fac & Grds) - Regional Park	16,356.84	90,724.69	92,710.00	(1,985.31)	97.86
Wages - (Fac & Grds) - Ashford Park	2,131.62	13,046.70	13,110.00	(63.30)	99.52
Wages - (Fac & Grds) - Meadow Vista Park	3,817.03	26,144.28	26,430.00	(285.72)	98.92
Wages - (Fac & Grds) - CV Comm Center	541.33	6,389.64	6,850.00	(460.36)	93.28
Wages - (Fac & Grds) - Railroad Park	1,405.56	12,505.47	12,800.00	(294.53)	97.70
Wages - (Fac & Grds) - CVCC	832.90	8,517.05	8,880.00	(362.95)	95.91
Wages - (Fac & Grds) - Overlook Park	1,452.42	9,365.54	9,410.00	(44.46)	99.53
Wages - (Fac & Grds) - Placer Hills Park	1,325.19	11,663.18	12,540.00	(876.82)	93.01
Wages - (Fac & Grds) - Pocket Parks	583.02	3,822.27	4,440.00	(617.73)	86.09
Wages - (Fac & Grds) - Mt. Vernon Park	0.00	487.81	1,390.00	(902.19)	35.09
Wages - (Fac & Grds) - Winchester Park	791.89	3,199.24	3,210.00	(10.76)	99.67
Wages - (Fac & Grds) - Atwood	495.16	3,814.89	4,220.00	(405.11)	90.40
Wages - (Fac & Grds) - Shockley Property	96.87	445.93	950.00	(504.07)	46.94
Wages - (F & G) Special Events	1,966.71	2,916.30	2,950.00	(33.70)	98.86
Wages - District Administrator	8,905.60	65,261.46	65,300.00	(38.54)	99.94
Wages - (Rec) - Special Events	525.06	2,071.96	2,080.00	(8.04)	99.61
Wages - (F & G) Uniform Allowance	149.04	8,465.95	8,520.00	(54.05)	99.37
Total Salaries Expense	183,442.60	1,315,045.49	1,319,710.00	(4,664.51)	99.65
Benefits & Payroll Costs					
ER Taxes - Rec	2,010.67	8,138.11	6,230.00	1,908.11	130.63
ER Taxes - Aquatics	81.07	10,446.93	10,470.00	(23.07)	99.78

Profit & Loss - Detail
4/1/2019 to 10/31/2019
For All Segment1s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
ER Taxes - Youth Services	3,254.18	24,434.28	23,990.00	444.28	101.85
ER Taxes - Fac & Grds	5,794.16	40,382.28	40,320.00	62.28	100.15
ER Taxes - Cust Serv	770.64	5,866.86	5,900.00	(33.14)	99.44
ER Taxes - Admin	1,962.91	14,152.21	14,420.00	(267.79)	98.14
Employment Expense - Rec	0.00	949.15	950.00	(0.85)	99.91
Employment Expense - Aquatics	0.00	1,619.66	1,620.00	(0.34)	99.98
Employment Expense - Youth Services	0.00	950.00	1,010.00	(60.00)	94.06
Employment Expense - Fac & Grds	80.00	620.00	590.00	30.00	105.09
Employment Expense - Admin	0.00	0.00	100.00	(100.00)	0.00
Fingerprinting Exp - Recreation	15.00	62.00	50.00	12.00	124.00
Fingerprinting Exp - Aquatics	0.00	440.00	440.00	0.00	100.00
Fingerprinting Exp - Youth Services	149.00	978.00	880.00	98.00	111.14
Fingerprinting Exp - Fac & Grds	229.00	459.00	330.00	129.00	139.09
Fingerprinting Exp - Admin	0.00	0.00	60.00	(60.00)	0.00
Benefits Expense - Recreation	1,934.23	14,645.27	14,700.00	(54.73)	99.63
Benefits Expense - Youth Services	2,646.90	19,773.71	19,770.00	3.71	100.02
Benefits Expense - Fac & Grds	15,819.63	112,493.59	112,700.00	(206.41)	99.82
Benefits Expense - Cust Serv	1,985.29	14,570.85	14,600.00	(29.15)	99.80
Benefits Expense - Admin	3,487.36	24,385.92	24,390.00	(4.08)	99.98
Employer Retirement Exp. - Rec	1,359.97	13,916.07	12,820.00	1,096.07	108.55
Employer Retirement Exp. - Aquatics	71.97	2,684.47	2,620.00	64.47	102.46
Employer Retirement Exp. - Youth Services	2,936.92	30,759.14	30,520.00	239.14	100.78
Employer Retirement Exp. - Fac & Grds	5,769.02	66,694.92	66,890.00	(195.08)	99.71
Employer Retirement Exp - Cust Serv	1,035.87	11,598.06	11,680.00	(81.94)	99.30
Employer Retirement Exp. - Admin	2,304.47	23,336.57	23,510.00	(173.43)	99.26
Worker's Comp - Rec	645.15	2,522.89	2,260.00	262.89	111.63
Worker's Comp - Aquatics	25.14	2,603.68	2,680.00	(76.32)	97.15
Worker's Comp - Youth Services	1,263.51	7,441.61	7,178.00	263.61	103.67
Worker's Comp - Fac & Grds	8,414.43	50,259.11	50,120.00	139.11	100.28
Worker's Comp - Cust Serv	49.22	339.56	340.00	(0.44)	99.87

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2019 to 10/31/2019
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Worker's Comp - Admin	365.14	2,419.48	2,400.00	19.48	100.81
Total Benefits and Payroll Costs	64,460.85	509,943.38	506,538.00	3,405.38	100.67
Fixed Asset Expense					
Fixed Asset Purchases - Recreation	0.00	1,192.18	1,190.00	2.18	100.18
Fixed Asset Purchases - Aquatics	0.00	12,101.28	12,100.00	1.28	100.01
Fixed Asset Purchases - Fac & Grds	2,404.66	133,086.71	245,845.00	(112,758.29)	54.13
Computer Purchases - Youth Services	0.00	0.00	2,400.00	(2,400.00)	0.00
Total Fixed Asset Expense	2,404.66	146,380.17	261,535.00	(115,154.83)	55.97
Capital Improvement Projects					
CVCC - Bike Park	141,882.33	185,070.10	184,500.00	570.10	100.31
Reg Pk Expansion - 24 Acres	1,000.00	2,683.35	2,700.00	(16.65)	99.38
Railhead - Rotary Project	0.00	24,013.85	24,014.00	(0.15)	100.00
Rec Park - Parking lot Repairs	0.00	10,680.57	10,681.00	(0.43)	100.00
Rec - James Field Renovation	171,761.12	341,561.85	341,500.00	61.85	100.02
Reg - Path of Travel to So Playground	0.00	19,524.82	19,525.00	(0.18)	100.00
Total Capital Improvement Projects	314,643.45	583,534.54	582,920.00	614.54	100.11
Debt Service					
Total Debt Service	0.00	0.00	0.00	0.00	0.00
Total Expenditures	\$671,297.99	\$3,376,719.55	\$3,480,349.00	(\$103,629.45)	97.02%

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2019 to 10/31/2019
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Net Revenue Over Expenditures	(\$428,683.47)	(\$605,100.66)	(\$712,836.00)	\$107,735.34	84.89%
ADJ. NET REVENUE OVER EXPENDITURES	(428,683.47)	(605,100.66)	(712,836.00)	107,735.34	84.89

Auburn Area Recreation & Park District

Profit & Loss

BUREAU OF RECLAMATION

Auburn Rec & ParkProfit & Loss - Summary
4/1/2019 To 10/31/2019

Facilities & Grounds

Bureau of Reclamation

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	8,875.30	36,509.80	39,270.00	(2,760.20)	92.97
Rents & Concessions	4,102.88	38,764.57	39,240.00	(475.43)	98.79
Grants & Donations	237.50	387.50	150.00	237.50	258.33
Project Revenue - Government	15,000.00	15,000.00	15,000.00	0.00	100.00
TOTAL OPERATING REVENUE	\$28,215.68	\$90,661.87	\$93,660.00	(\$2,998.13)	96.80%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	28,215.68	90,661.87	93,660.00	(2,998.13)	96.80
EXPENDITURES					
Program Expenses	7,354.35	23,995.55	24,020.00	(24.45)	99.90
Operations & Supplies Expense	929.31	5,637.44	5,440.00	197.44	103.63
Utilities Expense	5,188.61	39,050.67	41,135.00	(2,084.33)	94.93
Professional Services	0.00	1,116.99	1,117.00	(0.01)	100.00
Bldg & Grounds Maintenance	2,299.27	18,253.24	17,270.00	983.24	105.69
Salaries Expense	6,580.42	49,270.03	50,090.00	(819.97)	98.36
Capital Improvement Projects	141,882.33	209,083.95	208,514.00	569.95	100.27
TOTAL EXPENDITURES	\$164,234.29	\$346,407.87	\$347,586.00	(\$1,178.13)	99.66%
NET REVENUE OVER EXPENDITURES	(\$136,018.61)	(\$255,746.00)	(\$253,926.00)	(\$1,820.00)	100.72%
ADJ. NET REVENUE OVER EXPENDITURES	(\$136,018.61)	(\$255,746.00)	(\$253,926.00)	(\$1,820.00)	100.72%

Auburn Rec & Park
Profit & Loss - Summary
4/1/2019 To 10/31/2019
Facilities & Grounds
Bureau of Reclamation

Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
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Profit & Loss - Detail

4/1/2019 to 10/31/2019

Facilities & Grounds

Bureau of Reclamation

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services					
Adult Class Rev - Bureau	910.00	7,432.00	8,190.00	(758.00)	90.75
Youth Class Rev - Bureau	0.00	444.00	440.00	4.00	100.91
Youth Camp Rev - Bureau	158.00	19,738.00	19,810.00	(72.00)	99.64
Youth Sports Camps - Bureau	7,807.30	8,895.80	10,830.00	(1,934.20)	82.14
Total Parks and Recreation Services	8,875.30	36,509.80	39,270.00	(2,760.20)	92.97
Rents & Concessions					
Blue Bird Room-CVCC	0.00	1,140.00	1,450.00	(310.00)	78.62
Sierra Room Rental - CVCC	0.00	4,450.25	4,950.00	(499.75)	89.90
Sunset Room Rental - CVCC	110.00	2,018.00	2,230.00	(212.00)	90.49
Canyon View Room Rental - CVCC	1,482.80	3,540.90	2,740.00	800.90	129.23
Foothills Room Rental - CVCC	816.00	6,977.80	7,460.00	(482.20)	93.54
American River Room - CVCC	0.00	3,686.75	4,310.00	(623.25)	85.54
Conference (Module) Rental - Overlook	550.00	5,876.00	5,860.00	16.00	100.27
Kitchen Rental Revenue - CVCC	176.00	396.00	330.00	66.00	120.00
Field "Soccer A" Rental - Railroad	120.19	4,515.86	4,590.00	(74.14)	98.39
Field "Soccer B" Rental - Railroad	847.89	5,192.01	4,350.00	842.01	119.36
Misc Rents & Concessions - Bureau	0.00	891.00	890.00	1.00	100.11
Custodial Fees - Bureau	0.00	80.00	80.00	0.00	100.00
Total Rents and Concessions	4,102.88	38,764.57	39,240.00	(475.43)	98.79
Miscellaneous Revenue					

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2019 to 10/31/2019
 Facilities & Grounds
 Bureau of Reclamation

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Total Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
Grants & Donations					
Bike Park Donations	237.50	387.50	150.00	237.50	258.33
Total Grants and Donations	237.50	387.50	150.00	237.50	258.33
Interest Income					
Total Interest Income	0.00	0.00	0.00	0.00	0.00
Project Revenue - Government					
County Mitigation Revenue	15,000.00	15,000.00	15,000.00	0.00	100.00
Total Project Revenue - Government	15,000.00	15,000.00	15,000.00	0.00	100.00
Tax Revenue					
Total Tax Revenue	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATING REVENUE	\$28,215.68	\$90,661.87	\$93,660.00	(\$2,998.13)	96.80%
OTHER FINANCING SOURCES					
Transfers from Other Funding Sources					
TOTAL OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2019 to 10/31/2019
 Facilities & Grounds
 Bureau of Reclamation

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
TOTAL REVENUES	28,215.68	90,661.87	93,660.00	(2,998.13)	96.80
EXPENDITURES					
Program Expenses					
Instructor/Adult Classes - Bureau	682.50	4,337.10	4,530.00	(192.90)	95.74
Instr/Youth Classes - Bureau	0.00	184.80	180.00	4.80	102.67
Instr/Y Camp - Bureau	0.00	12,801.80	12,800.00	1.80	100.01
Instr/Y Sports Camp - Bureau	6,671.85	6,671.85	6,510.00	161.85	102.49
Total Program Expenses	7,354.35	23,995.55	24,020.00	(24.45)	99.90
Operations & Supplies					
Small Equipment - CVCC	76.06	76.06	100.00	(23.94)	76.06
Restroom Supplies - Railhead Park	62.21	399.30	470.00	(70.70)	84.96
Restroom Supplies - Overlook Park	54.29	485.12	570.00	(84.88)	85.11
Restroom Supplies - CVCC Comm Ctr	367.26	2,670.77	2,430.00	240.77	109.91
Sanitation - CVCC - Disposal	369.49	2,006.19	1,870.00	136.19	107.28
Total Operations & Supplies	929.31	5,637.44	5,440.00	197.44	103.63
Utilities Expense					
Gas/Electric - CVCC	1,933.43	16,194.37	16,205.00	(10.63)	99.93
Electric - Railhead Park	537.75	1,712.49	1,730.00	(17.51)	98.99
Water - CVCC	0.00	1,781.62	2,400.00	(618.38)	74.23

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2019 to 10/31/2019
 Facilities & Grounds
 Bureau of Reclamation

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Water - Railhead Park	1,015.78	2,891.66	2,830.00	61.66	102.18
Water - CVCC Park	0.00	1,204.96	1,810.00	(605.04)	66.57
Water - Overlook Park	1,701.65	4,166.75	5,050.00	(883.25)	82.51
Sanitation - Railhead Park (Sewer)	0.00	173.78	180.00	(6.22)	96.54
Sanitation - Overlook (Sewer)	0.00	735.88	740.00	(4.12)	99.44
Sanitation - CVCC (Sewer)	0.00	10,189.16	10,190.00	(0.84)	99.99
Total Utilities Expense	5,188.61	39,050.67	41,135.00	(2,084.33)	94.93
Legal Expenses					
Total Legal Expense	0.00	0.00	0.00	0.00	0.00
Professional Services					
Professional Services - Bureau of Reclamation	0.00	1,116.99	1,117.00	(0.01)	100.00
Total Professional Services	0.00	1,116.99	1,117.00	(0.01)	100.00
Bldg & Ground Maintenance					
Maint - Railhead Park	468.31	2,667.97	2,700.00	(32.03)	98.81
Maint - CVCC Park	324.63	1,096.93	1,080.00	16.93	101.57
Maint - Overlook Park	1,189.50	5,294.14	4,610.00	684.14	114.84
Maint - CVCC Comm Ctr	316.83	6,018.77	5,700.00	318.77	105.59
Maint - Overlook Modular	0.00	958.77	960.00	(1.23)	99.87
Maint - RH Soccer A	0.00	1,298.00	1,300.00	(2.00)	99.85
Maint - RH Soccer B	0.00	918.66	920.00	(1.34)	99.85
Total Building and Grounds Maintenance	2,299.27	18,253.24	17,270.00	983.24	105.69

Auburn Rec & Park
 Profit & Loss - Detail
 4/1/2019 to 10/31/2019
 Facilities & Grounds
 Bureau of Reclamation

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Property Tax Administration/LAFCO					
Total Property Tax Administration/LAFCO	0.00	0.00	0.00	0.00	0.00
Salaries Expense					
Wages - (Fac & Grds) - Fac Att. - CVCC	2,889.54	18,881.97	19,000.00	(118.03)	99.38
Wages - (Fac & Grds) - Railhead Park	1,405.56	12,505.47	12,800.00	(294.53)	97.70
Wages - (Fac & Grds) - CVCC	832.90	8,517.05	8,880.00	(362.95)	95.91
Wages - (Fac & Grds) - Overlook Park	1,452.42	9,365.54	9,410.00	(44.46)	99.53
Total Salaries Expense	6,580.42	49,270.03	50,090.00	(819.97)	98.36
Benefits & Payroll Costs					
Total Benefits and Payroll Costs	0.00	0.00	0.00	0.00	0.00
Fixed Asset Expense					
Total Fixed Asset Expense	0.00	0.00	0.00	0.00	0.00
Capital Improvement Projects					
CVCC - Bike Park	141,882.33	185,070.10	184,500.00	570.10	100.31
Railhead - Rotary Project	0.00	24,013.85	24,014.00	(0.15)	100.00
Total Capital Improvement Projects	141,882.33	209,083.95	208,514.00	569.95	100.27

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Debt Service					
Total Debt Service	0.00	0.00	0.00	0.00	0.00
Total Expenditures	\$164,234.29	\$346,407.87	\$347,586.00	(\$1,178.13)	99.66%
Net Revenue Over Expenditures	(\$136,018.61)	(\$255,746.00)	(\$253,926.00)	(\$1,820.00)	100.72%
ADJ. NET REVENUE OVER EXPENDITURES	(136,018.61)	(255,746.00)	(253,926.00)	(1,820.00)	100.72

Item 4.4 Cover Sheet: Resolution #2019-29: Transfer of Equipment Reserve Fund

Auburn Area Recreation and Park District November, 2019, Finance committee meeting.

The Issue: Shall the Auburn Area Recreation and Park District approve and adopt Resolution #2019-29, a resolution authorizing the transfer funds from the Equipment Reserve Fund to reimburse the general fund for the purchase of a Fujitsu Heat/Air Unit for Christian Valley Park's Tutor Totter Preschool and a Rain Bird Pump for Regional Park.

Background:

At the March 28, 2019 Board meeting, the Board of Directors authorized the Budget and Obsolescence List to include, but not limited to; a Pump/Filter at Regional Park for \$160,000 and an HVAC heat/air unit for Christian Valley Park's Tutor Totter Preschool for \$7,700. These assets were to be funded by the Equipment Reserve Fund.

The District spent \$5,597 to purchase the Tutor Totter Fujitsu HVAC unit. The District spent \$125,983 to purchase the Rain Bird Pump for Regional Park. All expenses were paid out of the general fund.

At the October 30, 2019 Board meeting, the Board of Directors authorized the revised Obsolescence List which included reducing the costs for the Pump/Filter at Regional Park to \$125,983 and reducing the costs for Christian Valley Park's Tutor Totter HVAC heat/air unit to \$5,597.

Recommendation:

Staff recommends that the Finance Committee reviews and recommends approval of Resolution #2019-29, a resolution approving the transfer of the Equipment Reserve fund to the General Fund in the amount of \$131,580 as this is an appropriate use of these reserves. Forward to the Board of Directors for review and adoption.

Attachment: Resolution Number 2019-29

RESOLUTION NUMBER 2019 - 29

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE
TRANSFER OF FUNDS IN THE AMOUNT OF \$131,580 FROM THE EQUIPMENT
RESERVE FUND TO THE GENERAL FUND

WHEREAS, in March of 2019, the Auburn Area Recreation & Park District Board of Directors approved the Budget and the Obsolescence List for Fiscal Year 2019/2020, and;

WHEREAS, one of the approved assets, the Fujitsu Heat/Air Unit has been purchased and reserve funds need to be transferred, and;

WHEREAS, one of the approved assets, the Rain Bird Pump has been purchased and reserve funds need to be transferred, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$131,580 from the Equipment Reserve Fund Account to the General Fund for the Fujitsu Heat/Air Unit and the Rain Bird Pump.

APPROVED, PASSED, AND ADOPTED ON November 21, 2019 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

James S. Ferris
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 4.5 Cover sheet – Energy Savings Performance Contract

Auburn Area Recreation and Park District (ARD) Finance Committee meeting November 13, 2019

The Issue

Shall the Auburn Area Recreation and Park District (ARD) move forward with establishing an Energy Savings Performance Contract?

Background

ARD staff have been speaking with representatives from SmartWatt, a company that specializes in optimizing and upgrading energy systems in a manner that is budget-neutral to agencies and businesses. Briefly, the savings that ARD would recognize from upgrading our energy systems would pay for the costs of the projects over the course of 20 years.

SmartWatt has performed a Preliminary Feasibility Assessment (PFA) and determined that ARD is a good candidate for an Investment Grade Audit (IGA). This IGA will provide a more detailed analysis of the proposed energy saving projects to determine if they will indeed provide budget-neutral savings to ARD. Information on the PFA and the proposed cost savings are attached.

This work is authorized under CA Govt. Code 4217, allowing local agencies to enter in to Facility Financing Contracts for energy conservation. GC 4217 also allows public agencies the option of sending out an RFP to solicit contractors or sole-sourcing the work to one company. A copy of pertinent ARD Policy and CA GC 4217 is attached.

Per Derek Cole, ARD's attorney, we can use GC 4217 as long as we make the correct findings

I believe the 4217.13 process would allow the District to sole source approval of the lease so long as the process in that section is followed and the findings the section requires are made. So you don't need to go to a bidding process, though for policy reasons, you may want to. That is your call, of course. But I do believe 4217.13 supersedes the District's purchasing requirements.

Let me know if that answers your question.

Thanks,

Derek

Staff is recommending that we go out to RFP for these services. The RFP process will add on approximately 3 months of time.

Recommendation for the Finance Committee

Review and discuss. Send a recommendation to the ARD Board.

Staff recommends going to RFP for the Energy Savings Performance Contract.

Alternatives Available to the Finance Committee

- 1) Recommend that staff pursue a sole-source contract with SmartWatt.
- 2) Do not recommend pursuing the process.

Fiscal Impact


The fiscal impact of moving forward would only be measurable in staff time (Kahl, Veona and Mike).

Attachments

ARD Policy and info on CA GC 4217

Information from SmatWatt based on their Preliminary Feasibility Assessment

encumbered, a request for transfer of funds from a reserve account must accompany the purchase order. Fund transfers from reserve accounts must be approved by the Board.



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- G. Sole Source Procurement. Prior to submitting a purchase request, the requesting officer or employee shall conduct a survey of available sources to determine whether there is only one source for the required supply, equipment, service or construction item. After review of this request by the purchasing agent, a contract may be awarded without competition. The purchasing agent or his or her designee shall conduct negotiations, as appropriate, as to price, delivery and terms. The requesting department shall prepare a waiver of competitive bidding and submit it to the purchasing agent.
- H. Open Market Orders. An open market order is used for those vendors from whom repeated purchases are made as supplies are required. An open market order is distinguished from an open purchase as it is issued over the dollar amount limit of an open purchase order for specific supply items for a stated price good for a stated time period. Open market orders for purchase, whenever possible and practical shall be established and issued on a purchase order by the purchasing agent. The purchasing agent shall determine the lowest responsible quotation.
- The purchasing agent shall keep a record of all such open market orders and quotations submitted on them. Such records shall be open to public inspection during normal business hours. The purchasing agent may dispose of records of such open market orders after five years from the date of approving the open market order.
- I. Inspection and Testing. The purchasing agent or his or her designee shall inspect supplies, materials and equipment delivered and contract service performed to determine their conformance with the specifications required. The purchasing agent shall have the authority to perform or have performed any other testing or inspection of any item purchased by the District.
- J. Purchase of Surplus Commodities. The purchasing agent is authorized to procure, when economically feasible, commodities from other governmental agencies which are surplus to their requirements and determined to be valid needs of the District.

III. Fixed Asset Capitalization Policy

These procedures concern the acquisition, movement, sale, disposal, physical inventory and depreciation of fixed assets. The objective is to provide a tool for controlling property acquisition, availability, transference and disposal.

- A. Description of Fixed Assets. Fixed assets include land, buildings and structures, equipment or any related capital lease. These items are further defined as follows:

IV. Competitive Bidding

-  A. Contracts Not Related to New Construction – more than Twenty-Five Thousand Dollars (\$25,000). All contracts for the furnishing of materials or supplies not related to new construction or the alterations, maintenance or repair of District real property, which exceeds Twenty-Five Thousand Dollars (\$25,000), shall be let by competitive bid and awarded to the lowest responsible bidder.
-  B. Contracts Relating to New Construction of Public Improvements – more than Twenty-Five Thousand Dollars (\$25,000). All contracts for new construction of public improvements to District real property, with respect to which the cost of materials, supplies and labor exceeds Twenty-Five Thousand Dollars (\$25,000), shall be advertised to all able applicants and be let by competitive bid and awarded the lowest responsible bidder.
- C. Contracts Relating to Alterations, Maintenance or Repair of District Real Property, Twenty-Five Thousand Dollars (\$25,000). Contracts for all projects for the alteration, maintenance or repair of District real property, with respect to which the cost of materials, supplies and labor will exceed Twenty-Five Thousand Dollars (\$25,000), shall be advertised to all able applicants and be let by competitive bid and awarded to the lowest responsible bidder.
- D. Purchases of Equipment Valued Over Five Thousand Dollars (\$5,000). For equipment estimated to cost more than Five Thousand Dollars (\$5,000), three quotations from different vendors will be sought, when available. Contracts for equipment costing more than \$25,000 shall be approved by the Board of Directors.
- E. Purchases of Materials and Supplies less than \$25,000. District may purchase in the open market without calling for bids, materials and supplies estimated to cost less than Twenty-Five Thousand Dollars (\$25,000) for use in work either under contract or by force account.
- F. Purchases Between \$5,000 and \$25,000. For materials, supplies and/or labor estimated between the amount of Five Thousand Dollars (\$5,000) and Twenty-Five Thousand Dollars (\$25,000), three quotations from different vendors and/or contracts will be sought, when available and appropriate.
- G. Exceptions to Competitive Bidding. Provisions requiring competitive bidding shall not apply to the following instances:
1. Contracts involving the acquisition of professional services of private architectural, landscape architectural, engineering, environmental, land surveying or construction project management firms.
 2. Where the District's requirements can be met solely by a single patented article or process.
 3. Situations where no bids have been received following bid announcements under provisions of this policy.

This section shall not be applicable if the District Board, by resolution, makes a finding which is included in the specifications that a particular material, product, thing or service is designated by specific brand or trade name, in order that a field test or experiment may be made to determine the product's suitability for future use. (Public Contracts Code Section 3400)

- L. Splitting contract prohibited. Contract or purchase order requirements shall not be artificially divided or split as so to constitute a small purchase or to avoid complying with any other provisions set forth in District policy.
- M. Construction Change Orders. The District Administrator is authorized to approve all necessary construction change orders on behalf of the District.
- N. State Law Controls. Any rule, policy or procedure set forth herein, which is contrary to or in conflict with the laws of the State of California applicable to the Auburn Area Recreation & Park District and governing the letting of contracts of purchase of material, supplies, labor or equipment, shall be void.
- O. Project Contingency. Requests and recommendations for project contingency shall be limited to 5% of the contract total.

V. Policy on Authorization for Legal Services

District Counsel is the Legal Counsel for the District and receives its direction from the District Administrator, the majority of the Board, or from the Chair or representative of the Board as delegated, or as determined by policy or regulation. Legal Counsel should only be used as absolutely necessary, to protect the best interest of the District.

- A. General Policy on Legal Counsel Contact. Items pertaining to regular District business shall be directed to the District Administrator. If it is determined legal attention may be required, the item should be forwarded to Counsel for initial review and direction. The District Administrator may approve \$1000 per issue. Items that may result in potential or anticipated litigation, or continue to exceed the Administrator's limits, shall be brought to the attention of the Board for consultation and direction. For emergency purposes the Board Chair can consult and give direction.
- B. Board Chair Contact. The Board Chair is allowed up to two hours per month for consultation with Legal Counsel. Additional expenditures will require Board approval/direction. If necessary, this approval can be received by Counsel or the District Administrator as provided in the California Government Code.
- C. Board Member Contact. Remaining Board Members are allowed to contact Legal Counsel for up to a fifteen-minute period, or contracted minimum time should that exceed the fifteen minutes. If additional time is required, the Board Chair or District Administrator may approve up to 45 additional minutes. Additional expenses will require Board direction.
- D. Policy to Re-Address Performance of Legal Counsel. The District will re-address performance of the contracted Legal Counsel every two years. If services and fees are not found to be in accordance with the Legal Services


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GOVERNMENT CODE - GOV
TITLE 1. GENERAL [100 - 7914] (Title 1 enacted by Stats. 1943, Ch. 134.)

DIVISION 5. PUBLIC WORK AND PUBLIC PURCHASES [4000 - 4563] (Division 5 enacted by Stats. 1943, Ch. 134.)

CHAPTER 3.2. Energy Conservation Contracts [4217.10 - 4217.18] (Chapter 3.2 added by Stats. 1983, Ch. 868, Sec. 1.)

4217.10. To help implement the policy set forth in Section 25008 of the Public Resources Code, and to extend that policy to facilities of local governments, public agencies may develop energy conservation, cogeneration, and alternate energy supply sources at the facilities of public agencies in accordance with this chapter.

(Added by Stats. 1983, Ch. 868, Sec. 1.)

4217.11. The following terms, whenever used in this chapter, have the meanings given in this section, except where the context clearly indicates otherwise:

(a) "Alternate energy equipment" means equipment for the production or conversion of energy from alternate sources as its primary fuel source, such as solar, biomass, wind, geothermal, hydroelectricity under 30 megawatts, remote natural gas of less than one billion cubic feet estimated reserves per mile from an existing gas gathering line, natural gas containing 850 or fewer British Thermal Units per standard cubic foot, or any other source of energy, the efficient use of which will reduce the use of fossil or nuclear fuels.

(b) "Cogeneration equipment" means equipment for cogeneration, as defined in Section 216.6 of the Public Utilities Code.

(c) "Conservation measures" means equipment, maintenance, load management techniques and equipment, or other measures to reduce energy use or make for a more efficient use of energy.

(d) "Conservation services" means the electrical, thermal, or other energy savings resulting from conservation measures, which shall be treated as a supply of such energy.

(e) "Energy conservation facility" means alternate energy equipment, cogeneration equipment, or conservation measures located in public buildings or on land owned by public agencies.

(f) "Energy service contract" means a contract entered into by a public agency with any person, pursuant to which the person will provide electrical or thermal energy or conservation services to a public agency from an energy conservation facility.

(g) "Facility financing contract" means a contract entered into by a public agency with any person whereby the person provides financing for an energy conservation facility in exchange for repayment of the financing and all costs and expenses related thereto by the public agency. A facility financing contract may provide for the person with whom the public agency contracts to provide any combination of feasibility studies for, and design and construction of, all or part of the energy conservation facility in addition to the financing and other related services, and may provide for an installment sale purchase, another form of purchase, or amortized lease of the energy conservation facility by the public agency.

(h) "Facility ground lease" means a lease of all, or any portion of, land or a public building owned by, or under lease to, a public agency to a person in conjunction with an energy service contract or a facility financing contract. A facility ground lease may include, in addition to the land on which energy conservation facilities will be located, easements, rights-of-way, licenses, and rights of access, for the construction, use, or ownership by the person of the facility and all related utility lines not owned or controlled by the interconnecting utility, and onsite improvements related thereto. A facility ground lease may also include the addition or improvement of utility lines and equipment owned by the interconnecting utility which are necessary to permit interconnection between that utility and an energy conservation facility.

(i) "Person" means, but is not limited to, any individual, company, corporation, partnership, limited liability company, public agency, association, proprietorship, trust, joint venture, or other entity or group of entities.

(j) "Public agency" means the state, a county, city and county, city, district, community college district, school district, joint powers authority or other entity designated or created by a political subdivision relating to energy development projects, and any other political subdivision or public corporation in the state.

(k) "Public building" includes any structure, building, facility, or work which a public agency is authorized to construct or use, and automobile parking lots, landscaping, and other facilities, including furnishings and equipment, incidental to the use of any structure, building, facility, or work, and also includes the site thereof, and any easements, rights-of-way appurtenant thereto, or necessary for its full use.

(Amended by Stats. 2006, Ch. 198, Sec. 2. Effective January 1, 2007.)

4217.12. (a) Notwithstanding any other provision of law, a public agency may enter into an energy service contract and any necessarily related facility ground lease on terms that its governing body determines are in the best interests of the public agency if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, and if the governing body finds:

(1) That the anticipated cost to the public agency for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the public agency of thermal, electrical, or other energy that would have been consumed by the public agency in the absence of those purchases.

(2) That the difference, if any, between the fair rental value for the real property subject to the facility ground lease and the agreed rent, is anticipated to be offset by below-market energy purchases or other benefits provided under the energy service contract.

(b) State agency heads may make these findings without holding a public hearing.

(Amended by Stats. 1998, Ch. 328, Sec. 7. Effective August 21, 1998.)

4217.13. Notwithstanding any other provision of law, a public agency may enter into a facility financing contract and a facility ground lease on terms that its governing body determines are in the best interest of the public agency if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, and if the governing body finds that funds for the repayment of the financing or the cost of design, construction, and operation of the energy conservation facility, or both, as required by the contract, are projected to be available from revenues resulting from sales of electricity or thermal energy from the facility or from funding that otherwise would have been used for purchase of electrical, thermal, or other energy required by the public agency in the absence of the energy conservation facility, or both. State agency heads may make these findings without holding a public hearing.

(Amended by Stats. 1998, Ch. 328, Sec. 8. Effective August 21, 1998.)

4217.14. Notwithstanding any other provision of law, the public agency may enter into contracts for the sale of electricity, electrical generating capacity, or thermal energy produced by the energy conservation facility at such rates and on such terms as are approved by its governing body. Any such contract may provide for a commitment of firm electrical capacity.

(Added by Stats. 1983, Ch. 868, Sec. 1.)

4217.15. The public agency may, but is not required to, base the findings required under Sections 4217.12 and 4217.13 on projections for electrical and thermal energy rates from the following sources:

(a) The public utility which provides thermal or electrical energy to the public agency.

(b) The Public Utilities Commission.

(c) The State Energy Resources Conservation and Development Commission.

(d) The projections used by the Department of General Services for evaluating the feasibility of energy conservation facilities at state facilities located within the same public utility service area as the public agency.

(Added by Stats. 1983, Ch. 868, Sec. 1.)

4217.16. Prior to awarding or entering into an agreement or lease, the public agency may request proposals from qualified persons. After evaluating the proposals, the public agency may award the contract on the basis of the experience of the contractor, the type of technology employed by the contractor, the cost to the local agency, and

any other relevant considerations. The public agency may utilize the pool of qualified energy service companies established pursuant to Section 388 of the Public Utilities Code and the procedures contained in that section in awarding the contract.

(Amended by Stats. 1998, Ch. 328, Sec. 9. Effective August 21, 1998.)

4217.17. This chapter does not limit the authority of any public agency to construct energy conservation projects or to enter into other leases or contracts relating to the financing construction, operation, or use of alternate energy type facilities in any manner authorized under existing law. This chapter shall not be construed to abrogate Section 14671.6.

(Amended by Stats. 1998, Ch. 328, Sec. 10. Effective August 21, 1998.)

4217.18. The provisions of this chapter shall be construed to provide the greatest possible flexibility to public agencies in structuring agreements entered into hereunder so that economic benefits may be maximized and financing and other costs associated with the design and construction of alternate energy projects may be minimized. To this end, public agencies and the entities with whom they contract under this chapter should have great latitude in characterizing components of energy conservation facilities as personal or real property and in granting security interests in leasehold interests and components of the alternate energy facilities to project lenders.

(Added by Stats. 1983, Ch. 868, Sec. 1.)



Auburn Recreation and Park District

Preliminary Feasibility Assessment (PFA)

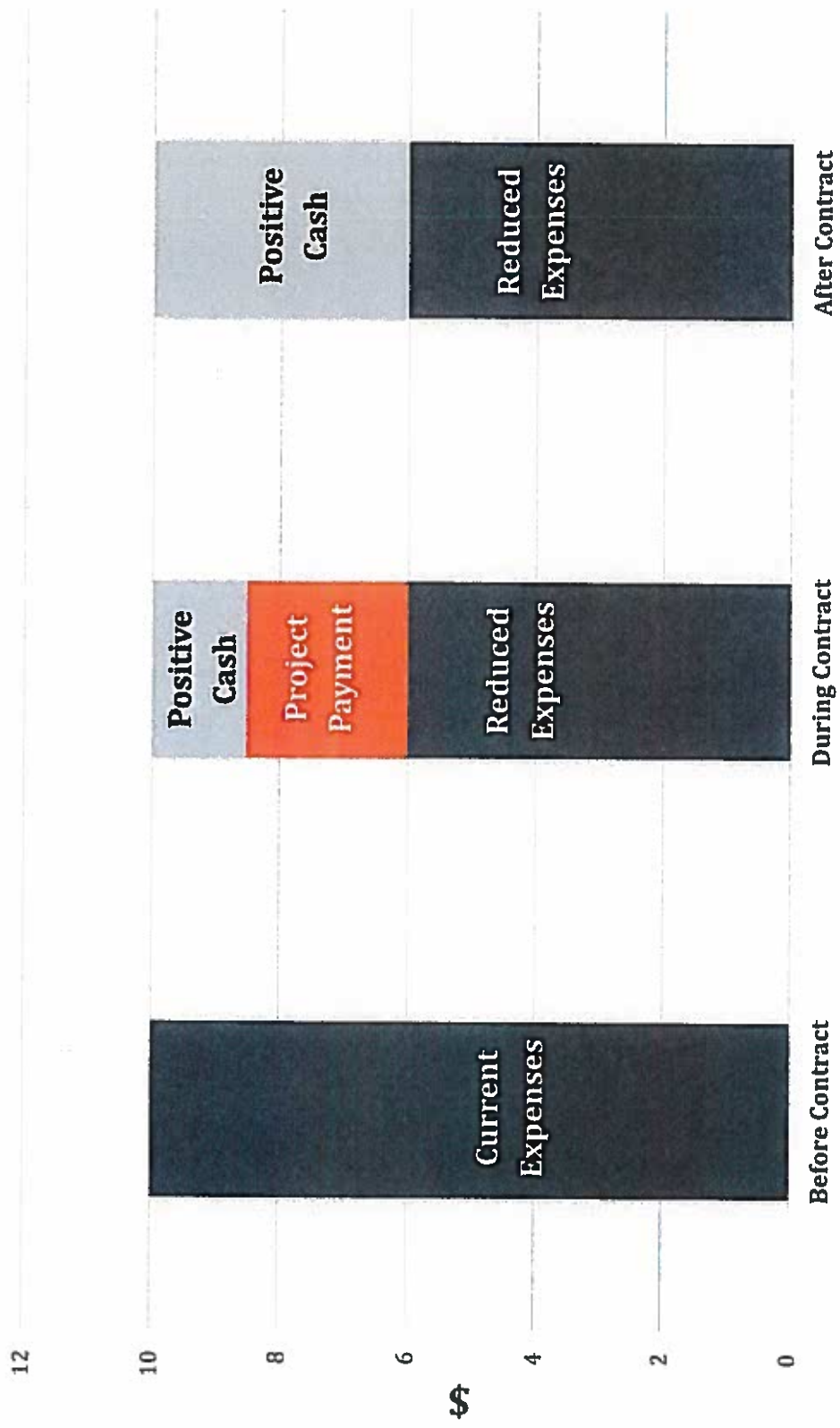
October 1, 2019

Energy Performance Contract Program Benefits

- Guaranteed verified savings – Shortfalls reimbursed
- Guaranteed equipment performance
- Annually budget neutral
- No public referendum
- Financing exempt from net allowed indebtedness
- Ongoing operational support and maintenance services

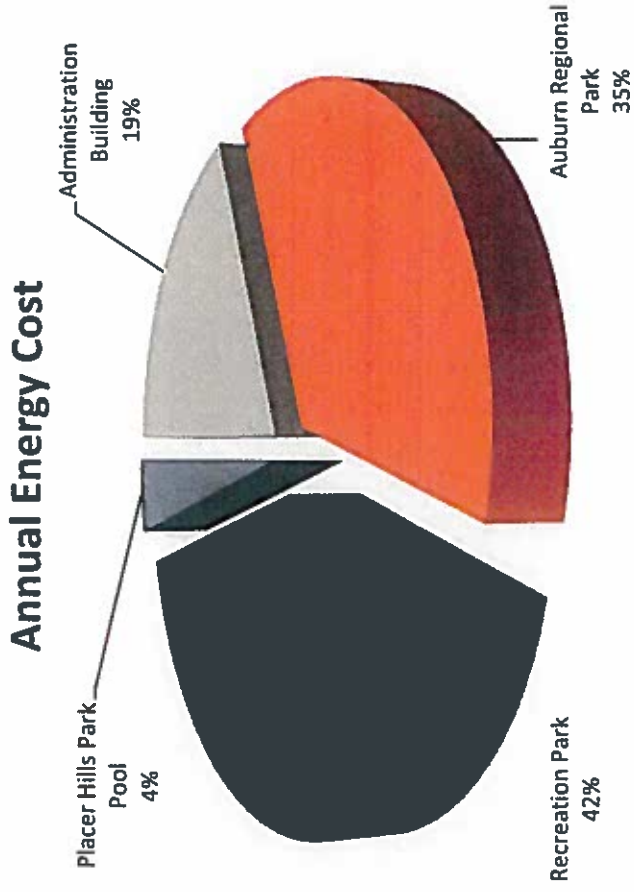


How the Project is Paid For (Energy Performance Contract)



Utility Analysis

- Total Blended Rate = \$0.15 /kwh
- Total Gas Blended Rate = \$1.33 / therm
- Total Utility Spend (sites in scope) = \$61,945



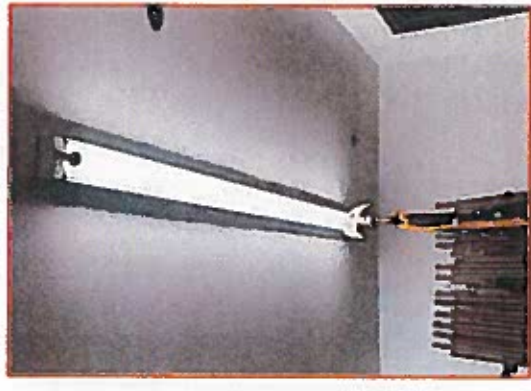
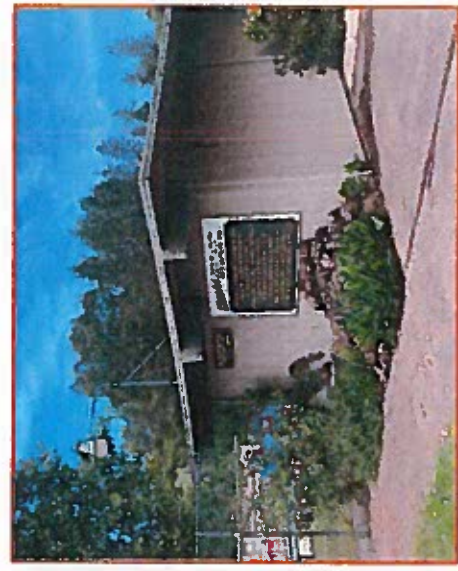
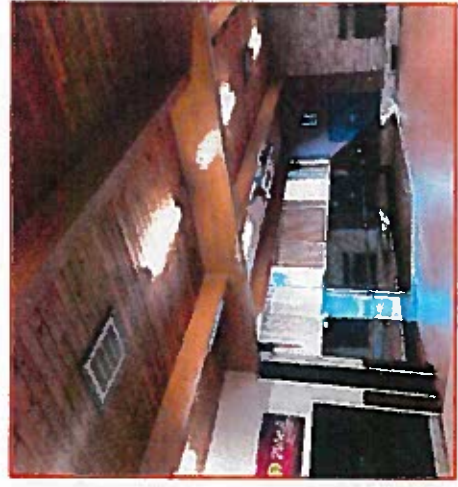
Facility	Unit Cost of Electricity (per kWh)	Unit Cost of Natural Gas (per therm)	Annual Energy Cost
Administration Building	\$0.16	\$1.74	\$16,119.42
Auburn Regional Park	\$0.15	\$1.25	\$24,052.86
Recreation Park	\$0.15	\$1.22	\$30,521.60
Placer Hills Park Pool	\$0.15	-	\$4,038.80

Facility Improvement Measures (FIMs)

#	FIM Name	Administration Building	Regional Park	Recreation Park			Placer Hills Park Pool
				James Field	Rec Field	Beggs Field	
1	Interior / Exterior Lighting Improvements		X				
2	Field Lighting			X	X	X	
3	Install network Thermostats	X					
4	Boiler / Pool Heater Upgrades						X
5	Photovoltaics	X	X				

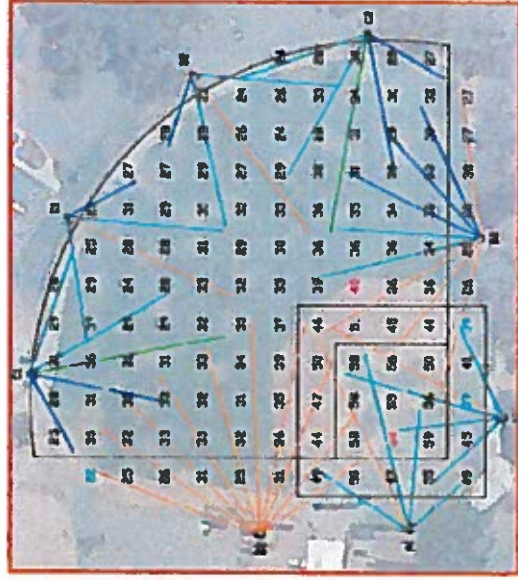
FIM #1 – Lighting Improvements

- Retrofit existing fluorescent wrap, troffer and surface mounted fixtures with LED retrofit kits
- New fixture replacements and increased light levels in gym
- Occupancy sensors where appropriate
- New fixture replacements for pole mount and wallpack exterior lighting



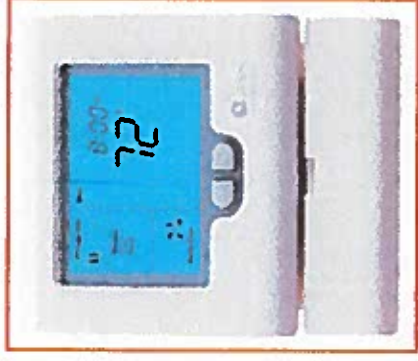
LED Field Lighting

- Replace existing Metal Halide stadium lighting with LED
- Increased light levels and guaranteed fixture performance for 25 years
- Wireless Lighting Controls via app for individual pole dimming and switching
- Custom endcap colors for added community pride



FIM #2 – Web-Based Thermostats

- Upgrade/Modify new BAS system at Administration Building
- Provide for improved building scheduling
- New programmable thermostats at Administration Building



FIM #4 – Boiler Upgrades

- Install new high-efficiency boiler / Pool heater at Placer Hills Park Pool.
- Eliminate old inefficient boiler.
- Existing boiler is at the end of its useful life and will need to be replaced soon.



FIM #5 – Photovoltaics

- Roof mounted, 13 kW (DC) Solar PV System at Administration Building
- 80 kW Carport System at Regional Park
- Production of Clean Energy and Benefits of Green Attributes
- Sustainable System Monitoring Through The Cloud
- Long Term Energy Savings (25 Years)



Environmental Impact

Your Project will reduce air pollution and environmental damage by the following amounts each year:

89,975 pounds of Carbon Dioxide



Planting 40 acres of trees



449,875 grams of Sulfur Dioxide



Removing 25 cars from the road



1,043,710 grams of Nitrogen Dioxide



Saving 16,359 gallons of gasoline



Other Measures Considered (OMCs)

- The table below represents measures that were considered but not currently in the PFA scope of work. These measures can be investigated further during the Investment Grade Audit (IGA):

OMC #	OMC	Location	Description
OMC #1	Replace Package HVAC Unit	Administration Building	Install new high-efficiency packaged HVAC unit.
OMC #2	Solar PV	Placer Hills Pool	16 Kw Carport System

Project Financials

Project Total Investment	\$933,435
Solar Incentive	\$56,198
Net Project Investment (After Incentive)	\$877,237
Year 1 Utility Savings	\$37,196
Year 1 Maintenance Cost Savings and Capital Offset	\$7000
Interest Rate	1.00%
Term	20

330,050
 (74,240)
 (499)
 255
 8

1,113
 332,941
 (74,082)
 (294)
 14,034

1,122
 337,250
 (73,448)

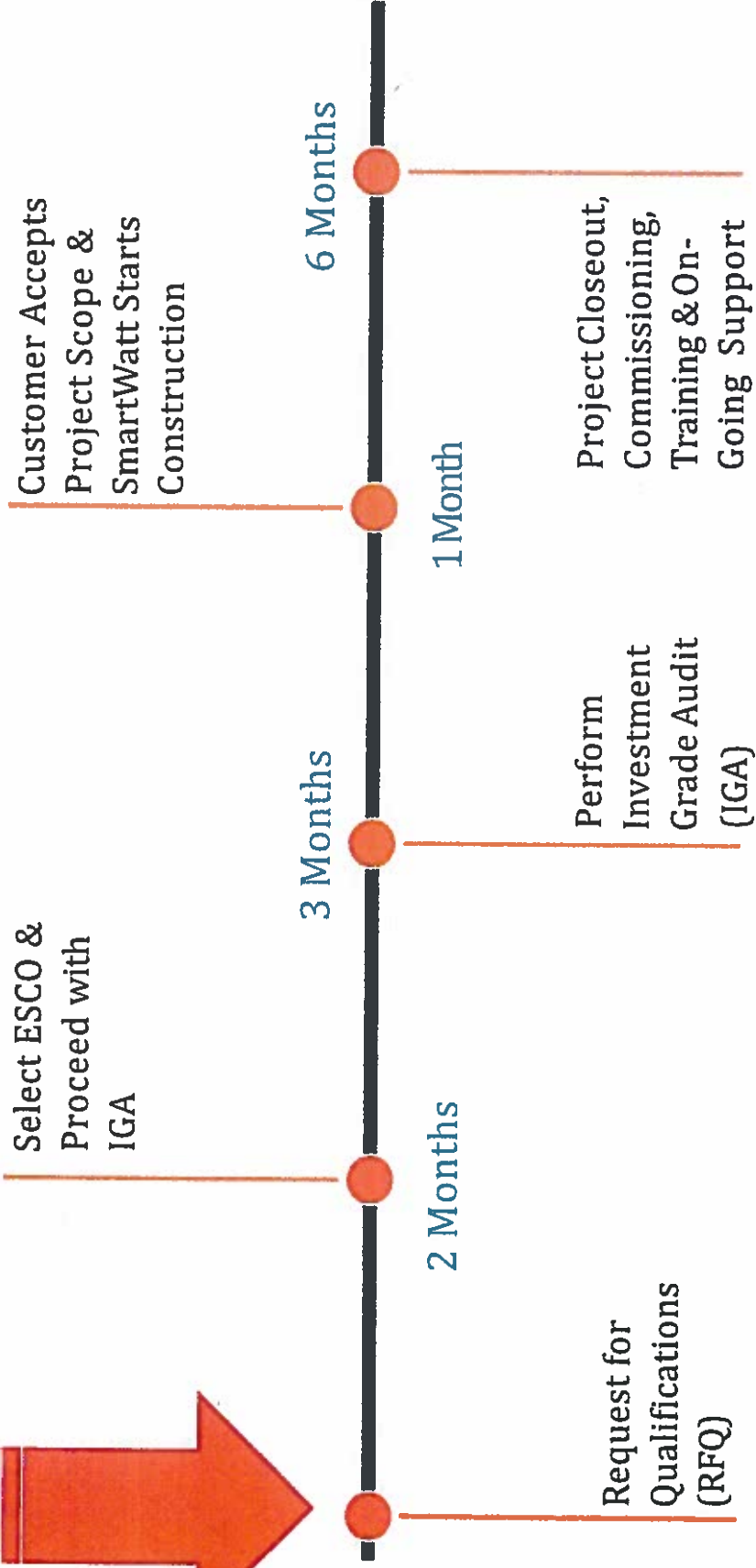
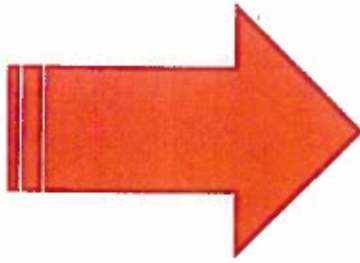
5,465
 127,663

1,124
 338,660

121,

Next Steps

We are Here



Request For Qualifications (RFQ)

- Prequalification step of the procurement process.
- No cost & No commitment in this step
- Vendor is selected based on qualifications of your choosing for your specific project.
- SmartWatt can assist with RFQ process



Brooklyn Stewart | Account Executive

P: 916-860-9032

brstewart@smartwatt.com

ITEM: 4.7

DISCUSSION ITEMS:

1. Fee Waiver Log.
2. County Mitigation Fund, current balance \$487,738.

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	\$175.00	\$30.00	\$158.40	No		
							\$1,329.90	\$1,329.90
May-19	Jim Moore	Auburn Host Lions-Recreation Picnic sites	\$100.00	\$80.00	\$50.00	No		
							\$50.00	\$1,379.90
Jun-18	Jean Hixon	Western States Trail Foundation-Sierra Room	\$202.50	\$0.00	\$202.50	No		
Jun-18	Herb Grounds	Feed The Hungry of Auburn-Picnic areas Recreation Park	\$100.00	\$60.00	\$50.00	No		
Jun-18	Chris Peikert	Freedom Church- Picnic 1 & 2 Regional Park	\$100.00	\$60.00	\$50.00	No		
							\$302.50	\$1,682.40
Jul-18	Frida Diaz	Child Advocates of Placer County-Recreation Park Picnic site #1	\$50.00	\$30.00	\$25.00	No		
Jul-18	Jim Moore	Auburn Host Lions Club- Recreation Park picnic sites 1 and 2	\$100.00	\$60.00	\$50.00	No		
Jul-18	Bree Renz	Auburn Eck Center/CA Salsang 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	\$80.00	\$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	\$658.00	\$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	\$80.00	\$264.20	No	\$264.20	\$3,582.84
Nov-19	Craig Thornley	Western States Endurances Run-Foothills Room	\$220.00	\$80.00	\$220.00	No	\$220.00	\$3,802.84