

**AUBURN AREA RECREATION AND PARK DISTRICT  
MEETING OF THE BOARD OF DIRECTORS AGENDA  
THURSDAY, FEBRUARY 26, 2026 6:00 PM  
CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
471 MAIDU DRIVE, AUBURN, CA 95603**

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

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/88049769407>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 880 4976 9407 to participate.

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

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

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

## **1.0 CALL TO ORDER**

### **(PLEDGE TO THE FLAG)**

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

### **Roll Call**

Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

## **2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from Facility and Grounds Manager, Jesse Williams, to Facilities and Grounds Senior Park Worker, Megan Frost, as employee of the month for February 2026.

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

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

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Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

#### **Roll Call Vote**

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

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

\_\_\_\_\_ **5.1 Review and approval of Minutes of the Board of Directors from January, 2026 (Pages 6-10)**

Review and approval of Minutes of the Board of Directors from January 29, 2026.

\_\_\_\_\_ **5.2 Review of Cash Requirements for January, 2026 (Standing Finance Committee (Pages 11-14))**

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

\_\_\_\_\_ **5.3 Review of Financial for January, 2026 (Standing Finance Committee) (Pages 15-43)**

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

\_\_\_\_\_ **5.4 Resolution #2026-2: Preparation of Atwood III Engineer’s Report for FYI 2026/2027 (Acquisition and Development Committee) (Pages 44-47)**

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

\_\_\_\_\_ **5.5 Resolution #2026-03: Transfer of Future Capital Construction Reserves of \$137,022 and ADA Reserves of \$20,000 to the General Fund (Standing Finance Committee) (Pages 48-49)**

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 \_\_\_\_\_

\_\_\_\_\_  
Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS (Pages 50-59)**

Please see board reports and vandalism reports under item 6.0.

**7.0 UNFINISHED BUSINESS**

None.

**8.0 NEW BUSINESS**

**\_\_\_\_\_ 8.1 Resolution #2026-04: ARD Recreation Park Beggs Field Staircase Replacement Project-Award of Contract (Pages 60-70)**

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2026-04, a resolution awarding a contract for the Beggs Field Staircase Replacement Project to Pridex Construction Group Inc.?

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

\_\_\_\_\_  
Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**\_\_\_\_\_ 8.2 Amendments to the Administrative Services Manager Job Description (Pages 71-75)**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Administrative Services Manager position?

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

\_\_\_\_\_  
Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ 8.3 **FIRST READING - Proposed ARD Ordinance #1 Amendment: Restriction of e-bike use in parks (Pages 76-85)**

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to ban certain types of e-bikes at parks and facilities?

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

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Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ 8.4 **Public Hearing: ARD Vacant Positions Report (AB 2561) (Pages 86-87)**

Shall the Auburn Area Recreation and Park District (ARD) hold a Public Hearing to present the status of vacancies and recruitment and retention, per AB 2561?

**PUBLIC HEARING**

**OPEN PUBLIC HEARING**

**STAFF PRESENTATION**

**PUBLIC COMMENT**

**BOARD DISCUSSION/ACTION**

**CLOSED PUBLIC HEARING**

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

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Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ 8.5 **2026 ARD Friend of Recreation Award (Pages 88-92)**

Shall the Auburn Area Recreation and Park District select an organization/person(s) for the 2026 “Friend of Recreation” award?

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

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Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_ Ingle \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 26/27 Preliminary Project List and CIP (**Pages 94-106**)
- 9.2 Project Contingency (**Pages 107-110**)
- 9.3 County Mitigation Fund, current balance \$518,320
- 9.4 City Mitigation total is \$394,097, with \$154,097 not encumbered
- 9.5 California CLASS as of January 31, 2026 (**Pages 111-114**)

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

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

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

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

**13.0 CLOSED SESSION**

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

**Title: District Administrator**

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

**ADJOURNMENT**

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

Feb 20, 2026  
Date

10:00 AM  
Time

Cathy Wainford  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1                    REVIEW AND APPROVAL OF MINUTES  
                                  OF THE BOARD OF DIRECTORS FROM  
                                  JANUARY, 2026**

**INFORMATION: SEE ATTACHED MINUTES**

**STAFF**

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

**FISCAL IMPACT: NONE**

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, January 29, 2026, 6:00 PM**

<b>Board Members Present:</b>	Director H. Gordon Ainsleigh Vice-Chairperson Jim Gray Director Scott Holbrook. Director Holbrook left at 6:56 PM. Director Sue Ingle Chairperson Mike Lynch
<b>Staff Present:</b>	Kahl Muscott, District Administrator Kasey Casl, Youth Services Manager Jesse Williams, Facilities & Grounds Manager Mike Scheele, Landscape Architect/Project Manager Mark Brunner, Recreation Services Manouch Shirvanioun, Customer Service/Marketing Manager Cathy Warford, Recording Secretary
<b>Absent:</b>	Veona Galbraith, Administrative Services Manager

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:11 PM by Chairperson Lynch.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from, Facility and Grounds Manager, Jesse Williams, to Facility and Grounds Supervisor, David Madruga, as employee of the month for January, 2026.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Holbrook and seconded by Vice-Chairperson Gray to approve the agenda as written.

**Roll Call Vote**

Director Ainsleigh – Yes  
Vice-Chairperson Gray – Yes  
Director Holbrook – Yes  
Director Ingle - Yes  
Chairperson Lynch – Yes

5 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

Kurt Bertilson, a resident of Meadow Vista, spoke during the public comment period. He asked how he could work more effectively with the Auburn Area Recreation and Park District and the Park Partners in the future. It was suggested that he attend the next Acquisition and Development Committee meeting in February to discuss possible projects, bringing a draft scope of work, estimated timeline, and the budget needed to complete the project.

Manouch Shirvanioun, Marketing and Customer Service Manager with the Auburn Recreation and Park District, made a public comment regarding the Amendment to the Administrative Services Manager Job Description.

Chairperson Lynch reminded the Board of Directors to continue to act in an orderly and respectful way toward other members of the Board.

## **5.0 CONSENT ITEMS**

- 5.1 Review and approval of Minutes of the Board of Directors from December, 2025**
- 5.2 Review of Cash Requirements for December, 2025 (Standing Finance Committee)**
- 5.3 Review of Financial for December, 2025 (Standing Finance Committee)**
- 5.4 Resolution #2026-1: Transfer \$38,531 of Future Capital Reserve Funds for Completed Projects (Standing Finance Committee)**
- 5.5 Amendments to the Administrative Services Manager Job Description (Policy Committee)**

Vice-Chairperson Gray requested that 5.1 Review and approval of Minutes of the Board of Directors from December, 2025 be pulled. Chairperson Lynch asked that 5.5 Amendments to the Administrative Services Manager Job Description be pulled.

A motion was made by Director Holbrook and seconded by Vice-Chairperson Gray to approve the 5.2, 5.3 and 5.4.

### **Roll Call Vote**

Director Ainsleigh – Yes  
Vice-Chairperson Gray – Yes  
Director Holbrook – Yes  
Director Ingle - Yes  
Chairperson Lynch – Yes

5 – 0 Motion carries.

### **5.1 Review and approval of Minutes of the Board of Directors from December, 2025**

A motion was made by Director Ainsleigh and seconded by Director Ingle to approve the 5.1 Review and approval of the Minutes of the Board of Directors with the recommended changes.

### **Roll Call Vote**

Director Ainsleigh – Yes  
Vice-Chairperson Gray – Yes  
Director Holbrook – Yes  
Director Ingle - Yes  
Chairperson Lynch – Yes

5 – 0 Motion carries.

**5.5 Amendments to the Administrative Services Manager Job Description (Policy Committee)**

A motion was made on 5.5 Amendments to the Administrative Services Manager Job Description to be sent back to the Policy Committee as a Discussion Item for further review and discussion.

**Roll Call Vote**

Director Ainsleigh – Yes  
Vice-Chairperson Gray – Yes  
Director Holbrook – Yes  
Director Ingle - Yes  
Chairperson Lynch – Yes

5 – 0 Motion carries.

**6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

Board reports were provided to the Board under separate cover.

**7.0 UNFINISHED BUSINESS**

None.

**8.0 NEW BUSINESS**

**8.1 Use of Artificial Intelligence (AI) Policy**

A motion was made by Director Ingle and seconded by Director Holbrook to go with what was recommended by the Staff and not create a policy at this time and revisit at a later date.

**Roll Call Vote**

Director Ainsleigh – No  
Director Gray – Yes  
Director Holbrook – Yes  
Director Ingle - Yes  
Chairperson Lynch – Yes

4 – 1 Motion carries.

**ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 2026 Friend of ARD Award – call for nominations – was discussed.
- 9.2 Review of ARD's Adopt-A-Park Program – was discussed.
- 9.3 2025 Events P&L Review – was discussed.
- 9.4 5 Year History of Volunteer and Work Release Hours – was discussed.
- 9.5 County Mitigation Fund, current balance \$518,320 – was discussed.
- 9.6 City Mitigation total is \$392,838, with \$152,838 not encumbered – was discussed.
- 9.7 California CLASS as of December 31, 2025 – was discussed.

- 9.8 Placer County Investment Report as of November 30, 2025 – was discussed.
- 9.9 Placer County Investment Report as of December 31, 2025 – was discussed.
- 9.10 CEPPT Account Update Summary as of December 31, 2025 – was discussed.

Chairperson Lynch would like to add Required Training for the Board of Directors under 9.0 Items for Discussion and Informational Items.

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

None.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

Patsy Lynch, Auburn resident, made a public comment that Ashley Park is always full of cars.

**13.0 CLOSED SESSION -**

- 13.1 Public Employee Performance Evaluation (Govt. Code §§ 54954.5, subd. (e), 54957.)**

**Title: District Administrator**

**14.0 OPEN SESSION Report/Action on or About Closed Session**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:21 PM.

Cathy Wayfond  
\_\_\_\_\_  
Board Secretary

Feb. 4, 2026  
\_\_\_\_\_  
Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW AND APPROVAL OF CASH REQUIREMENTS FOR JANUARY, 2026**

**DESCRIPTION: ACCOUNTS PAYABLE**

**INFORMATION: SEE ATTACHED INFORMATION**

## STAFF

**RECOMMENDATION:** THIS ITEM WAS REVIEWED BY THE STANDING FINANCE COMMITTEE AND FORWARDED TO THE CONSENT CALENDAR FOR REVIEW AND APPROVAL

**FISCAL IMPACT:** **\$275,779.92**

System: 2/3/2026 9:41:42 AM  
User Date: 2/3/2026

Auburn Rec & Park  
VENDOR CHECK REGISTER REPORT  
Payables Management

Page: 1  
User ID: D Shaw

Ranges: From: To: From: To:  
Check Number First Last Check Date 1/1/2026 1/31/2026  
Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST  
Vendor Name First Last

Sorted By: Check Date

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
28505	1099-271	Koelsch, Anthony dba Kelpo Se	1/2/2026	COMM 1ST	PMCHK00003251	\$400.00
28506	A0115	Auburn Hardware & Rental LLC	1/2/2026	COMM 1ST	PMCHK00003251	\$10.29
28507	A0135	ASCAP	1/2/2026	COMM 1ST	PMCHK00003251	\$227.54
28508	N0012	Nevada Irrigation District	1/2/2026	COMM 1ST	PMCHK00003251	\$422.25
28509	P0005	Placer County Water Agency	1/2/2026	COMM 1ST	PMCHK00003251	\$2,233.01
28511	S0067	Superfast Copy	1/2/2026	COMM 1ST	PMCHK00003251	\$8.52
28512	S1007	Stationary Engineers, Local 39	1/2/2026	COMM 1ST	PMCHK00003251	\$434.33
28513	TEMPN	Samantha Nielsen	1/2/2026	COMM 1ST	PMCHK00003251	\$155.00
28514	V0007	Verizon Wireless	1/2/2026	COMM 1ST	PMCHK00003251	\$828.26
28515	W0001	Walker's Office Supplies, Inc.	1/2/2026	COMM 1ST	PMCHK00003251	\$649.08
28516	P0116	Print Project Managers	1/9/2026	COMM 1ST	PMCHK00003252	\$16,735.36
28517	R0025	Rotary Club of Auburn	1/9/2026	COMM 1ST	PMCHK00003252	\$120.00
28518	TEMPW	Michael Warych	1/9/2026	COMM 1ST	PMCHK00003252	\$145.00
28519	1099-271	Koelsch, Anthony dba Kelpo Se	1/9/2026	COMM 1ST	PMCHK00003253	\$1,782.00
28520	1099-375	Jennifer Rogers	1/9/2026	COMM 1ST	PMCHK00003253	\$182.00
28521	1099-385	Sarah Simmons	1/9/2026	COMM 1ST	PMCHK00003253	\$175.50
28522	A0014	AT&T	1/9/2026	COMM 1ST	PMCHK00003253	\$92.53
28523	A0051	Anderson's Sierra Pipe Co.	1/9/2026	COMM 1ST	PMCHK00003253	\$180.79
28524	A0181	AquaSummit LLC	1/9/2026	COMM 1ST	PMCHK00003253	\$248.00
28525	C0113	Cooks Portable Toilets & Septi	1/9/2026	COMM 1ST	PMCHK00003253	\$795.00
28526	C0125	Michael D. Crawford	1/9/2026	COMM 1ST	PMCHK00003253	\$1,050.00
28527	D0025	Dawson Oil Company	1/9/2026	COMM 1ST	PMCHK00003253	\$2,864.35
28528	L0039	Leaf	1/9/2026	COMM 1ST	PMCHK00003253	\$159.80
28529	M0035	Meadow Vista Community Center	1/9/2026	COMM 1ST	PMCHK00003253	\$656.50
28530	N0045	Near U CO2	1/9/2026	COMM 1ST	PMCHK00003253	\$807.35
28531	P0007	Pacific Gas & Electric Company	1/9/2026	COMM 1ST	PMCHK00003253	\$145.62
28532	Q0003	Quality Automotive	1/9/2026	COMM 1ST	PMCHK00003253	\$1,098.42
28533	R0025	Rotary Club of Auburn	1/9/2026	COMM 1ST	PMCHK00003253	\$15.00
28534	R0073	NAPA Auto Parts	1/9/2026	COMM 1ST	PMCHK00003253	\$13.92
28535	S0094	Manouch Shirvanioun	1/9/2026	COMM 1ST	PMCHK00003253	\$56.00
28536	S0163	Steffen's HVAC Services	1/9/2026	COMM 1ST	PMCHK00003253	\$717.00
28537	S1000	State Of California/DOJ	1/9/2026	COMM 1ST	PMCHK00003253	\$74.00
28538	T0009	Securitas Technology Corpratio	1/9/2026	COMM 1ST	PMCHK00003253	\$489.18
28539	TEMPS	Amber Sullivan	1/9/2026	COMM 1ST	PMCHK00003253	\$155.00
28540	TEMPW	Valerie Williams	1/9/2026	COMM 1ST	PMCHK00003253	\$155.00
28541	U0035	U.S.Bank Equipment Finance	1/9/2026	COMM 1ST	PMCHK00003253	\$171.41
28542	V0004	Pape Machinery	1/9/2026	COMM 1ST	PMCHK00003253	\$5,703.87
28543	W0001	Walker's Office Supplies, Inc.	1/9/2026	COMM 1ST	PMCHK00003253	\$211.07
28544	U0019	US Bank	1/9/2026	COMM 1ST	PMCHK00003255	\$7,526.17
ACH390	1099-313	Alison Lloyd	1/9/2026	COMM 1ST	PMCHK00003254	\$1,294.80
ACH391	1099-342	Susie Bell	1/9/2026	COMM 1ST	PMCHK00003254	\$253.50
ACH392	1099-374	Sarah Violett	1/9/2026	COMM 1ST	PMCHK00003254	\$45.00
ACH393	B0071	Mark Brunner	1/9/2026	COMM 1ST	PMCHK00003254	\$37.80
ACH394	F0064	Grace Freeman	1/9/2026	COMM 1ST	PMCHK00003254	\$39.99
ACH395	S0154	Mike Scheele	1/9/2026	COMM 1ST	PMCHK00003254	\$150.50
ACH396	S0170	Diane Shaw	1/9/2026	COMM 1ST	PMCHK00003254	\$29.40
ACH397	W0045	Williams, Jesse	1/9/2026	COMM 1ST	PMCHK00003254	\$251.30
ACH398	W1006	Audrey Warren	1/9/2026	COMM 1ST	PMCHK00003254	\$43.06
28545	A0001	Recology Auburn Placer	1/16/2026	COMM 1ST	PMCHK00003257	\$2,041.98
28546	A0018	Auburn Chamber of Commerce	1/16/2026	COMM 1ST	PMCHK00003257	\$495.00
28547	A0027	Recology Auburn Placer	1/16/2026	COMM 1ST	PMCHK00003257	\$1,437.73
28548	A0167	Auburn Chrysler Dodge	1/16/2026	COMM 1ST	PMCHK00003257	\$65.99
28549	C0120	Capture Technologies	1/16/2026	COMM 1ST	PMCHK00003257	\$327.09
28550	F0015.	Folsom Lock & Key	1/16/2026	COMM 1ST	PMCHK00003257	\$3,924.78
28551	F0038	Fastenal Company	1/16/2026	COMM 1ST	PMCHK00003257	\$1,829.55
28552	G0014	Gold Country Tractors, Inc.	1/16/2026	COMM 1ST	PMCHK00003257	\$1,264.90

12

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
28553	H0066	Haney Door Service Inc.	1/16/2026	COMM 1ST	PMCHK00003257	\$3,384.00
28554	M0098	Meadow Vista County Water Dist	1/16/2026	COMM 1ST	PMCHK00003257	\$621.38
28555	N0003	Norris Electric, Inc.	1/16/2026	COMM 1ST	PMCHK00003257	\$255.00
28556	P0005	Placer County Water Agency	1/16/2026	COMM 1ST	PMCHK00003257	\$478.04
28557	P0007	Pacific Gas & Electric Company	1/16/2026	COMM 1ST	PMCHK00003257	\$9,213.79
28558	P0120	PNP Construction	1/16/2026	COMM 1ST	PMCHK00003257	\$158,071.25
28559	R0025	Rotary Club of Auburn	1/16/2026	COMM 1ST	PMCHK00003257	\$15.00
28560	R0065	River City Rentals	1/16/2026	COMM 1ST	PMCHK00003257	\$12.55
28561	S0067	Superfast Copy	1/16/2026	COMM 1ST	PMCHK00003257	\$43.54
28562	S1007	Stationary Engineers, Local 39	1/16/2026	COMM 1ST	PMCHK00003257	\$447.17
28563	U0016	Uptown Signs & Graphics, Inc.	1/16/2026	COMM 1ST	PMCHK00003257	\$350.98
28564	W0001	Walker's Office Supplies, Inc.	1/16/2026	COMM 1ST	PMCHK00003257	\$738.13
28565	W0044	Wave	1/16/2026	COMM 1ST	PMCHK00003257	\$1,154.43
ACH399	B0082	Beacon Athletics	1/16/2026	COMM 1ST	PMCHK00003256	\$107.58
ACH400	K0010	Knorr Systems, Inc.	1/16/2026	COMM 1ST	PMCHK00003256	\$496.00
ACH401	U0026	Union Pacific Railroad	1/16/2026	COMM 1ST	PMCHK00003256	\$2,407.06
28566	1099-256	Healing Pastures, Inc.	1/23/2026	COMM 1ST	PMCHK00003259	\$75.00
28567	1099-269	Deborah Lynn	1/23/2026	COMM 1ST	PMCHK00003259	\$214.50
28568	1099-271	Koelsch, Anthony dba Kelpro Se	1/23/2026	COMM 1ST	PMCHK00003259	\$1,855.00
28569	1099-375	Jennifer Rogers	1/23/2026	COMM 1ST	PMCHK00003259	\$204.75
28570	1099-397	All Seasons Archery Range & Le	1/23/2026	COMM 1ST	PMCHK00003259	\$70.00
28571	A0013	AT&T	1/23/2026	COMM 1ST	PMCHK00003259	\$96.30
28572	A0014	AT&T	1/23/2026	COMM 1ST	PMCHK00003259	\$66.94
28573	A0115	Auburn Hardware & Rental LLC	1/23/2026	COMM 1ST	PMCHK00003259	\$211.83
28574	A0172	ABT Plumbing, Electric, Heat &	1/23/2026	COMM 1ST	PMCHK00003259	\$79.00
28575	B0078	Buckmaster Office Solutions	1/23/2026	COMM 1ST	PMCHK00003259	\$81.37
28576	C0041	CPRS	1/23/2026	COMM 1ST	PMCHK00003259	\$170.00
28577	C0058	City Of Auburn	1/23/2026	COMM 1ST	PMCHK00003259	\$578.00
28578	D0010	Diamond Pacific	1/23/2026	COMM 1ST	PMCHK00003259	\$202.46
28579	G0097	Gold Mountain California News	1/23/2026	COMM 1ST	PMCHK00003259	\$1,119.16
28580	H0056	Humana Dental Ins. Co	1/23/2026	COMM 1ST	PMCHK00003259	\$3,058.02
28581	P0007	Pacific Gas & Electric Company	1/23/2026	COMM 1ST	PMCHK00003259	\$3,474.73
28582	S0143	SMOA	1/23/2026	COMM 1ST	PMCHK00003259	\$474.00
28583	T0031	Turf Star, Inc.	1/23/2026	COMM 1ST	PMCHK00003259	\$771.97
28584	T1000	Transamerica Life Insurance	1/23/2026	COMM 1ST	PMCHK00003259	\$560.00
28585	TEMPC	Elise Church	1/23/2026	COMM 1ST	PMCHK00003259	\$135.00
28586	TEMPD	Michelle Durr	1/23/2026	COMM 1ST	PMCHK00003259	\$145.00
28587	W0001	Walker's Office Supplies, Inc.	1/23/2026	COMM 1ST	PMCHK00003259	\$1,161.43
28588	W0054	Wizix Technology Group	1/23/2026	COMM 1ST	PMCHK00003259	\$103.10
ACH402	F0058	Foothill Karate-Do	1/23/2026	COMM 1ST	PMCHK00003258	\$858.00
ACH403	I0023	Sue Ingle	1/23/2026	COMM 1ST	PMCHK00003258	\$75.00
28589	A0051	Anderson's Sierra Pipe Co.	1/30/2026	COMM 1ST	PMCHK00003260	\$49.21
28590	A0115	Auburn Hardware & Rental LLC	1/30/2026	COMM 1ST	PMCHK00003260	\$71.71
28591	C0061	California Computer Services	1/30/2026	COMM 1ST	PMCHK00003260	\$2,016.00
28592	C0113	Cooks Portable Toilets & Septi	1/30/2026	COMM 1ST	PMCHK00003260	\$795.00
28593	C0120	Capture Technologies	1/30/2026	COMM 1ST	PMCHK00003260	\$661.50
28594	F0015.	Folsom Lock & Key	1/30/2026	COMM 1ST	PMCHK00003260	\$100.81
28595	K0031	Keller Supply Company	1/30/2026	COMM 1ST	PMCHK00003260	\$681.39
28596	N0003	Norris Electric, Inc.	1/30/2026	COMM 1ST	PMCHK00003260	\$1,120.84
28597	N0012	Nevada Irrigation District	1/30/2026	COMM 1ST	PMCHK00003260	\$454.55
28598	N0045	Near U CO2	1/30/2026	COMM 1ST	PMCHK00003260	\$652.83
28599	P0005	Placer County Water Agency	1/30/2026	COMM 1ST	PMCHK00003260	\$2,672.28
28600	P0023	PG&E	1/30/2026	COMM 1ST	PMCHK00003260	\$111.33
28601	Q0003	Quality Automotive	1/30/2026	COMM 1ST	PMCHK00003260	\$809.36
28602	R0025	Rotary Club of Auburn	1/30/2026	COMM 1ST	PMCHK00003260	\$15.00
28603	S0009	Sierra Saw Sales And Service	1/30/2026	COMM 1ST	PMCHK00003260	\$275.72
28604	S0025	Sierra Pacific Turf Supply, In	1/30/2026	COMM 1ST	PMCHK00003260	\$563.60
28605	S0067	Superfast Copy	1/30/2026	COMM 1ST	PMCHK00003260	\$4.26
28606	S0163	Steffen's HVAC Services	1/30/2026	COMM 1ST	PMCHK00003260	\$1,826.00
28607	U0016	Uptown Signs & Graphics, Inc.	1/30/2026	COMM 1ST	PMCHK00003260	\$195.20
28608	V0004	Pape Machinery	1/30/2026	COMM 1ST	PMCHK00003260	\$2,408.56
28609	V0007	Verizon Wireless	1/30/2026	COMM 1ST	PMCHK00003260	\$1,719.10
28610	W0001	Walker's Office Supplies, Inc.	1/30/2026	COMM 1ST	PMCHK00003260	\$3,431.54

System: 2/3/2026 9:41:42 AM  
User Date: 2/3/2026

Auburn Rec & Park  
VENDOR CHECK REGISTER REPORT  
Payables Management

Page: 3  
User ID: D Shaw

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
ACH404	TEMPR	John Runge	1/30/2026	COMM 1ST	PMCHK00003261	\$81.18
Total Checks: 120			Total Amount of Checks: \$275,779.92			

**SECTION: 5.0**

**ITEM: 5.3                    REVIEW OF THE FINANCIAL SUMMARY FOR  
                                  JANUARY, 2026**

**DESCRIPTION: ACCOUNTS PAYABLE**

**INFORMATION: SEE ATTACHED INFORMATION**

**STAFF**

**RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING  
                                  FINANCE COMMITTEE AND FORWARDED TO  
                                  THE CONSENT CALENDAR FOR REVIEW AND  
                                  APPROVAL**

**Prepared By:** Veona Galbraith  
**Title:** Administrative Services Manager  
**Date:** 2.9.26

## February Financials Summary Report

**Period Covered:** January 2026

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### Executive Summary

For the year 2025-2026, the Financials reflect the Mid-Year budget for 2025-2026. This report outlines key areas where actual financials deviated by **\$10,000** or more from the budget, both over and under budget.

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### Revenue Overview

- **Total Revenue:** \$6,839,390 YTD
- **Budgeted Revenue:** \$6,762,429 YTD
- **Variance:** **+\$76,961**

#### Significant Variances:

##### 1. Program Revenue

- **Actual:** \$1,512,190
- **Budgeted:** \$1,488,603
- **Variance:** **+\$23,587**
- **Explanation:** Youth Basketball has brought in \$12,583 over budget estimates. Event sponsorships came in at \$5,955, higher than expected.

##### 2. Miscellaneous Revenue

- **Actual:** \$69,905
- **Budgeted:** \$53,100
- **Variance:** **+\$16,805**
- **Explanation:** Facilities and Grounds' misc income included wages that were expensed for the roof loss at Rec Gym, which the insurance company reimbursed.

### 3. Grants and Donations

- **Actual:** \$74,690
- **Budgeted:** \$43,329
- **Variance:** **+\$31,361**
- **Explanation:** Youth Services have been receiving Grants that were not expected, YTD \$31,816.

## Expense Overview

- **Total Expenses:** \$5,684,513 YTD
- **Budgeted Expenses:** \$5,849,377 YTD
- **Variance:** **-164,864**

### Significant Variances:

#### 1. Program Expenses

- **Actual:** \$228,860
- **Budgeted:** \$246,820
- **Variance:** **-\$17,960**
- **Explanation:** Youth Basketball is down by \$6,958, but it is anticipated that will balance out next month with the gym rental fees.

#### 2. Operations & Supplies

- **Actual:** \$484,197
- **Budgeted:** \$501,480
- **Variance:** **-\$17,283**
- **Explanation:** Small Tools expense is under by \$5,858 and Safety Supplies expense is under by \$4,731. It is anticipated these expenses will even out over time.

#### 3. Utilities

- **Actual:** \$206,371
- **Budgeted:** \$239,773
- **Variance:** **-\$33,402**
- **Explanation:** The largest two anomalies are Gas/Electric at CVCC running \$5,519 under budget and Gas/Electric at Sierra Pool running under \$19,724. I believe these line items will be true savings for the District. Staff's estimates were originally too high.

#### 4. Bldg & Grounds Maintenance

- **Actual:** \$477,763
- **Budgeted:** \$487,953
- **Variance:** **-\$10,190**

- **Explanation:** Savings can currently be seen in Pool Maintenance (\$9,488). Maintenance and Repairs – Equipment is currently over budget by \$15,356 due to repairs that were necessary. This line item will continue to run over budget as the District has seen continued needs in at least February as well. Staff is making an effort to absorb the costs within savings in other line items.

## 5. Salaries Expense

- **Actual:** \$2,348,949
- **Budgeted:** \$2,389,386
- **Variance:** **-\$40,437**
- **Explanation:** Salary expenses are under budget in Facilities and Grounds and Youth Services, with the closure of the Preschool.

## 6. Benefits & Payroll Costs

- **Actual:** \$1,018,801
- **Budgeted:** \$1,061,894
- **Variance:** **-\$43,093**
- **Explanation:** Salaries Expense savings will be directly related to savings in this area as well.

## Summary and Recommendations

### Recommendations:

- No recommendations at this time.

### ***Veona's Appointments to Note for January:***

- 4 Oracle NetSuite meetings (2ea 1-hour, 2 ea 2-hour meetings)
- 7 UKG Payroll meetings
- Meeting with Patrick Sutton, attorney for CAPRI

**PROFIT & LOSS**  
**25/26 Approved Budget**

	Approved Budget	% Of Total	Mid-Yr Revision	%	2026 January ACTUALS	Last Yr January Actuals	2025-26 YTD ACTUALS	2025-26 YTD BUDGET	Last yr YTD ACTUALS
<b>Operating Revenues</b>									
Program Revenue	1,662,083	21%	1,654,905	21%	86,594	53%	105,051	85%	1,419,131
Facility Revenue	228,189	3%	241,401	3%	9,982	6%	7,735	6%	200,085
Misc. Revenue	75,187	1%	65,553	1%	2,489	2%	6,467	5%	64,155
Grants & Donations	25,932	0%	234,500	3%	21,539	13%	23,083	19%	89,580
Interest/Investment Income	109,528	1%	155,029	2%	3,316	2%	(19,449)	-16%	117,902
Equipment Reserve Transfers	211,015	3%	293,300	4%	-	0%	-	0%	77,500
Future Cap, COVID & ADA Transfers	780,000	10%	400,589	5%	38,531	24%	-	0%	129,923
Tax Revenue	4,569,432	57%	4,560,264	57%	-	0%	-	0%	4,406,735
Atwood	31,249	0%	31,067	0%	-	0%	-	0%	29,883
City Mitigation Transfers/Rev	200,000	3%	187,465	2%	-	0%	-	0%	187,465
County Mitigation Revenue	85,000	1%	116,000	1%	-	0%	-	0%	70,714
<b>Total Operating Revenue</b>	<b>7,977,615</b>	<b>100%</b>	<b>7,940,073</b>	<b>100%</b>	<b>162,451</b>	<b>100.0</b>	<b>122,887</b>	<b>100.0</b>	<b>116,000</b>
<b>Expenditures</b>									
Program Expense	345,494	4%	366,635	5%	6,856	1%	14,504	2%	221,418
Operating & Supplies	635,938	8%	626,568	8%	58,004	11%	57,154	10%	481,919
Utilities Expense	325,707	4%	336,785	4%	30,382	6%	19,511	3%	215,909
Professional Services	100,618	1%	149,959	2%	3,089	1%	13,230	2%	74,329
Building & Grounds Maintenance	568,103	7%	621,953	8%	39,958	7%	34,344	6%	432,138
Property Tax Admin.	80,013	1%	80,886	1%	-	0%	-	0%	75,193
Wages	2,929,264	38%	2,918,847	39%	300,645	54%	289,547	49%	2,278,667
Benefits & Payroll Costs	1,294,158	17%	1,292,395	17%	107,520	19%	103,225	18%	963,572
Fixed Asset Expense	241,515	3%	297,100	4%	1,628	0%	7,605	1%	116,700
Capital Improvement Projects	1,055,000	14%	682,932	9%	1,427	0%	46,239	8%	95,038
Debt Services	167,105	2%	167,033	2%	2,407	0%	2,337	0%	478,572
<b>Total Expenditures</b>	<b>7,742,915</b>	<b>100%</b>	<b>7,540,893</b>	<b>100%</b>	<b>551,916</b>	<b>100%</b>	<b>587,696</b>	<b>100%</b>	<b>5,366,913</b>
Net Revenue Over Expenditures	<b>\$ 234,700</b>		<b>\$ 399,180</b>		<b>\$ (389,465)</b>		<b>\$ 1,283,868</b>	<b>\$ 1,176,269</b>	<b>\$ 1,238,695</b>
					<b>\$ (464,809)</b>				

# Auburn Area Recreation and Park District

## Balance Sheet

1/31/2026

Current  
YTD

<b>ASSETS</b>	
<b><u>Current Assets</u></b>	
Imprest Fund (Petty Cash)	500.00
Cash Tills	130.00
First Foundation - Friends 501(c)(3)	21,005.73
First Foundation Bank	677,833.66
CLASS - Contingency Fund	70,000.00
CLASS-Equipment Reserve	511,827.27
CLASS-Future Capital Construction	511,827.27
Placer County Treasure-General	1,294,966.79
Placer Co.- Equipment Repl Reserve	280,580.72
Placer Co.- Future Capital Construction	688,028.52
Placer Co - ADA Reserve	23,008.75
Less: Placer FMV offset	(14,904.09)
Placer Co. - Contingency Fund	70,000.00
Placer Co. - Arboretum Fund	15,613.73
Placer Co - Atwood Fund	524.42
Placer Co. - Atwood Equip Fund	1,496.08
Placer County Treasurer - City Trust	394,097.09
Accounts Receivable	28,587.56
Due From Other Governments	28,597.66
Due From Other Funds - Atwood	2,020.08
PCOE Receivables	8,794.00
ELOP Receivables	43,779.00
Lease Receivables - Current	35,293.00
Prepaid Expenses	989.29
Prepaid Liability Expense	100,053.75
Prepaid Workers Comp Insurance	47,470.10
<b>Total Current Assets</b>	<b>4,842,120.38</b>
<b><u>Non-Current Assets</u></b>	
CEPPT (CalPERS) Trust	449,820.02
Lease Receivables	36,823.00
<b>Total Non-Current Assets</b>	<b>486,643.02</b>
<b><u>Restricted Reserve Funds</u></b>	
<b>Total Restricted Funds</b>	<b>0.00</b>
<b><u>Fixed Assets</u></b>	
Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	11,192,210.76
Fixed Assets: Equipment	3,928,266.23
Fixed Assets: Computer Equipment & Software	70,252.13
Fixed Assets: Vehicles	438,473.65
Fixed Assets: Office Furniture & Rec Equipment	290,954.92
Construction In Progress	542,990.69
Less: Accumulated Depreciation	(9,162,326.65)
<b>Total Fixed Assets</b>	<b>9,271,367.85</b>
<b><u>Deferred Outflows of Resources</u></b>	
Pensions - Def Outflows of Resources	709,123.00
	709,123.00
<b>TOTAL ASSETS</b>	<b>15,309,254.25</b>

Current  
YTD

**LIABILITIES AND NET PROFIT**

<u>Current Liabilities</u>	
Deferred Civic Rec Revenue	67,628.52
Prepaid Revenue	3,332.00
Unearned Civic Rec A/R Offset	21,957.02
User Credits Payable	12,035.95
Stale Checks Liability	860.96
Refundable Liability (Refunds)	155.00
Accounts Payable	(37.91)
PGE Tru-up payable	29,965.87
Due to Other Funds - General	2,020.08
Retentions Payable	3,108.04
Gift Certificates Unearned	69.90
Gift Certificates - Not Purchased (Prizes)	174.00
Prepaid Newcastle Discovery Club Revenue	15,300.00
Compensated Absenses	238,698.13
Sales Tax Payable	7.97
Worker's Comp Payable	19,948.45
Lease Payable - Current	127,000.00
<b>Total Current Liabilities</b>	<b>\$542,223.98</b>
<u>Long Term Liabilities</u>	
Lease Payable - Sterling Bank	1,589,000.00
Net OPEB Liability	241,537.00
Net Pension Liability	1,382,607.00
<b>Total Long Term Liabilities</b>	<b>3,213,144.00</b>
<b>TOTAL LIABILITIES</b>	<b>3,755,367.98</b>
<u>Deferred Inflows of Resources</u>	
Pensions - Def Inflows of Resources	70,662.00
OPEB - Def Inflows	212,287.00
Deferred Inflows - Leases	66,957.38
	349,906.38
<u>Net Position</u>	
Investments in Fixed Assets	7,555,368.00
RFB: Reserved City Mitigation	195,952.00
GFB: Youth Assistance Fund	75,788.73
General Fund Balance	557,746.44
RFB: COVID Relief Funding	4,649.00
DFB: Annual Equip Replacement Reserv.	640,580.72
DFB: Annual Contingency Reserve	70,000.00
DFB: Designated for Future Capital Construction	892,310.52
RFB: Arboretum Grant Fund	15,613.73
RFB: Atwood Reserves	524.00
RFB: Atwood Equip Fund	1,495.00
RFB: 501(c)(3) Fund	21,005.73
GFB: General Fund (ADA Reserve)	18,008.75
Net Profit (Loss)	1,154,937.27
<b>Total Net Position</b>	<b>\$11,203,979.89</b>
<b>TOTAL LIABILITY AND NET POSITION</b>	<b>\$15,309,254.25</b>

**Auburn Rec & Park**Profit & Loss - Summary  
4/1/2025 To 1/31/2026

For All Segments

For All Segments

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>OPERATING REVENUE</b>					
Park & Recreation Services	86,594.00	1,512,190.20	1,488,603.00	23,587.20	101.59
Rents & Concessions	9,982.18	218,283.43	214,018.00	4,265.43	101.99
Miscellaneous Revenue	2,488.81	69,905.11	53,100.00	16,805.11	131.65
Grants & Donations	21,538.92	74,690.17	43,329.00	31,361.17	172.38
Interest Income	3,316.34	166,177.50	169,753.00	(3,575.50)	97.89
Project Revenue - Government	0.00	188,690.44	187,465.00	1,225.44	100.65
Taxes Revenue	0.00	4,609,453.39	4,606,161.00	3,292.39	100.07
<b>TOTAL OPERATING REVENUE</b>	<b>\$123,920.25</b>	<b>\$6,839,390.24</b>	<b>\$6,762,429.00</b>	<b>\$76,961.24</b>	<b>101.14%</b>
<b>OTHER FINANCING SOURCES</b>					
Transfer Funds from other sources	38,531.00	783,931.00	722,900.00	61,031.00	108.44
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$38,531.00</b>	<b>\$783,931.00</b>	<b>\$722,900.00</b>	<b>\$61,031.00</b>	<b>108.44%</b>
<b>TOTAL REVENUES</b>					
	<b>123,920.25</b>	<b>6,839,390.24</b>	<b>6,762,429.00</b>	<b>76,961.24</b>	<b>101.14</b>
<b>EXPENDITURES</b>					
Program Expenses	6,856.45	228,860.22	246,820.00	(17,959.78)	92.72
Operations & Supplies Expense	58,003.99	484,197.81	501,480.00	(17,282.19)	96.55
Utilities Expense	30,381.81	206,371.13	239,773.00	(33,401.87)	86.07
Legal Expenses	0.00	3,027.00	2,700.00	327.00	112.11
Professional Services	3,089.00	85,796.30	88,317.00	(2,520.70)	97.15
Bldg & Grounds Maintenance	39,957.56	477,763.18	487,953.00	(10,189.82)	97.91
Property Tax Administration/LAFCO	0.00	84,058.11	79,783.00	4,275.11	105.36
Salaries Expense	300,644.59	2,348,949.42	2,389,386.00	(40,436.58)	98.31
Benefits & Payroll Costs	107,520.26	1,018,801.24	1,061,894.00	(43,092.76)	95.94
Fixed Asset Expense	1,628.00	117,761.28	116,700.00	1,061.28	100.91

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Capital Improvement Projects	1,426.88	472,843.62	478,572.00	(5,728.38)	98.80
Debt Service	2,407.06	156,023.66	155,999.00	24.66	100.02
 TOTAL EXPENDITURES	 551,915.60	 5,684,452.97	 5,849,377.00	 (\$164,924.03)	 97.18
OTHER EXPENSING SOURCES					
Transfers Out	38,531.00	783,931.00	722,900.00	61,031.00	108.44
 TOTAL OTHER EXPENSING SOURCES	 38,531.00	 783,931.00	 722,900.00	 61,031.00	 108.44
 TOTAL EXPENDITURES	 \$551,915.60	 \$5,684,452.97	 \$5,849,377.00	 (\$164,924.03)	 97.18%
REVENUE OVER EXPENSES					
NET REVENUE OVER EXPENDITURES	(\$427,995.35)	\$1,154,937.27	\$913,052.00	\$241,885.27	126.49%
	(\$427,995.35)	\$1,154,937.27	\$913,052.00	\$241,885.27	126.49%

## Profit &amp; Loss - Detail

4/1/2025 to 1/31/2026

For All Segment1s

For All Segment4s

OPERATING REVENUE		Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Park &amp; Recreation Services</b>						
Aub Elem DSC Rev	13,974.00	109,913.50	106,526.00	3,387.50	103.18	
Skyridge DSC Rev	29,839.00	214,881.19	213,530.00	1,351.19	100.63	
Day Camp Skyridge Rev	0.00	46,210.40	46,210.00	0.40	100.00	
Day Camp (REC) Rev	1,604.00	175,377.98	170,781.00	4,596.98	102.69	
Day Camp Memberships	0.00	9,010.00	9,010.00	0.00	100.00	
Day Camp (REG) Rev	0.00	61,257.25	61,027.00	230.25	100.38	
Preschool Revenue	0.00	35,355.20	38,748.00	(3,392.80)	91.24	
Newcastle DSC Revenue	23,958.00	211,451.49	217,556.00	(6,104.51)	97.19	
Adult Softball	0.00	34,693.25	35,271.00	(577.75)	98.36	
Adult Basketball	1,875.00	14,770.45	13,480.00	1,290.45	109.57	
Adult Volleyball	2,765.00	9,283.50	8,014.00	1,269.50	115.84	
Pickle Ball Revenue	100.00	507.50	273.00	234.50	185.90	
Adult Classes	7,187.00	35,969.15	35,565.00	404.15	101.14	
Adult Class Rev - Bureau	830.00	2,069.00	3,951.00	(1,882.00)	52.37	
Bocce Ball Prog Revenue	0.00	2,772.00	2,772.00	0.00	100.00	
Youth Basketball	185.00	152,582.50	140,000.00	12,582.50	108.99	
Youth Classes	2,116.00	48,783.75	45,893.00	2,890.75	106.30	
Youth Class Rev - Bureau	0.00	810.00	1,110.00	(300.00)	72.97	
Youth Volleyball	0.00	8,702.00	8,702.00	0.00	100.00	
Aquatic Activities - Sierra Pool	0.00	16,877.70	16,878.00	(0.30)	100.00	
Master Swim Revenue	0.00	6,095.40	6,095.00	0.40	100.01	
Public Swim - MS Sierra Pool	0.00	32,666.29	32,666.00	0.29	100.00	
Public Swim - Placer Hills Pool	0.00	6,752.00	6,752.00	0.00	100.00	
Swim Lessons	0.00	39,232.00	39,232.00	0.00	100.00	
Swim Lessons - PH	0.00	12,212.00	12,212.00	0.00	100.00	
Swim Team Revenue	0.00	30,207.75	30,208.00	(0.25)	100.00	
Synchro Team	0.00	14,415.00	14,285.00	130.00	100.91	

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Youth Camps Revenue	0.00	67,195.00	67,195.00	0.00	100.00
Youth Camp Rev - Bureau	0.00	34,800.00	34,800.00	0.00	100.00
Special Events Rev - Preschool	0.00	3,710.00	3,710.00	0.00	100.00
Party In The Park Revenue	0.00	9,713.86	9,727.00	(13.14)	99.87
Santa's Chest Rev	0.00	3,000.00	1,000.00	2,000.00	300.00
Obstacle Race Revenue	0.00	23,622.18	23,305.00	317.18	101.36
Auburn Harvest Festival Rev	1,425.00	14,511.20	10,681.00	3,830.20	135.86
Egg Hunt Revenue	0.00	1,476.00	1,476.00	0.00	100.00
Parks N Big Trucks Event Revenue	0.00	3,200.00	3,100.00	100.00	103.23
Movie in the Park Event Revenue	0.00	950.00	925.00	25.00	102.70
Out of District Fees	602.00	16,020.71	15,021.00	999.71	106.66
Out of District Fees - Bureau	134.00	1,133.00	916.00	217.00	123.69
<b>Total Parks and Recreation Services</b>	<b>86,594.00</b>	<b>1,512,190.20</b>	<b>1,488,603.00</b>	<b>23,587.20</b>	<b>101.59</b>
<b>Rents &amp; Concessions</b>					
Fee Waivers, Public	(1,102.95)	(6,075.83)	(4,603.00)	(1,472.83)	132.00
Fee Waivers, Public, Reclamation	(318.50)	(2,329.01)	(1,474.00)	(855.01)	158.01
Blue Bird Room-CVCC	199.60	1,996.00	1,798.00	198.00	111.01
Stella Irving Rental Revenue - Rec	0.00	2,463.40	2,463.00	0.40	100.02
Lakeside Rental Revenue - Reg	1,545.60	16,709.94	14,609.00	2,100.94	114.38
Sierra Room Rental - CVCC	2,219.20	19,402.40	14,057.00	5,345.40	138.03
Sunset Room Rental - CVCC	163.72	767.50	924.00	(156.50)	83.06
Canyon View Room Rental - CVCC	0.00	3,913.62	5,736.00	(1,822.38)	68.23
Foothills Room Rental - CVCC	136.50	7,342.23	6,611.00	731.23	111.06
Pool Rental Rev - Sierra Splash	0.00	10,060.88	10,061.00	(0.12)	100.00
Pool Rental Rev - Placer Hills	0.00	1,800.00	1,800.00	0.00	100.00
American River Room - CVCC	0.00	382.20	382.00	0.20	100.05
Conference Rental Revenue - Rec	0.00	1,503.72	1,504.00	(0.28)	99.98
Board Room Rental	200.00	600.00	0.00	600.00	0.00

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Overlook Modular Rent	666.20	6,662.00	6,661.00	1.00	100.02
Gazebo Rentals	0.00	350.00	234.00	116.00	149.57
Gym Rental Revenue - Rec	0.00	1,039.50	1,039.00	0.50	100.05
Gym Rental Revenue - Reg	1,026.00	14,987.00	14,368.00	619.00	104.31
Tutor Totter Lease Agreement	664.20	6,603.32	5,943.00	660.32	111.11
Kitchen Rental Revenue - Rec	0.00	522.00	522.00	0.00	100.00
Kitchen Rental Revenue - CVCC	50.00	640.80	478.00	162.80	134.06
Picnic Area Rental Revenue - Rec	64.00	9,789.00	9,780.00	9.00	100.09
Picnic Area Rental Revenue - Reg	0.00	1,696.00	1,856.00	(160.00)	91.38
Picnic Area Rental Revenue - Ash	0.00	1,000.00	1,223.00	(223.00)	81.77
Picnic Area Rental Revenue - MV	96.00	4,797.00	4,925.00	(128.00)	97.40
Field "Recreation" Rental Revenue	384.00	6,516.35	6,040.00	476.35	107.89
Field "Bill Beane" Rental - Reg A	99.30	3,292.00	2,968.00	324.00	110.92
Field "Softball" Rental - MV	0.00	5,350.30	4,962.00	388.30	107.83
Field Rental - CV	0.00	1,835.10	2,417.00	(581.90)	75.93
Field Soccer/Baseball/Winchester	0.00	3,940.80	4,289.00	(348.20)	91.88
Field "Beggs" Rental - Rec	417.00	6,383.68	5,443.00	940.68	117.28
Field B (softball) Rev - Reg	278.40	7,439.20	7,103.00	336.20	104.73
Field "James" Rental - Rec	1,190.70	16,580.70	16,032.00	548.70	103.42
Field C (Baseball) Rental - Reg	0.00	6,887.90	7,805.00	(917.10)	88.25
Bocce Ball Field Rental	0.00	264.00	264.00	0.00	100.00
Field "Soccer Regional" Rental	0.00	3,705.30	4,806.00	(1,100.70)	77.10
Field "Soccer A" Rental - MV	0.00	4,289.10	2,549.00	1,740.10	168.27
Field "Soccer A" Rental - Railhead	0.00	9,312.85	10,357.00	(1,044.15)	89.92
Field - PH Soccer Field	0.00	567.00	903.00	(336.00)	62.79
Field "Soccer B" Rental - Railhead	0.00	10,306.29	11,056.00	(749.71)	93.22
Field "Peewee Soccer" Rental - MV	0.00	0.00	1,257.00	(1,257.00)	0.00
Misc Rents & Concessions	76.41	921.06	923.00	(1.94)	99.79
Misc Rents & Concessions - Bureau	826.80	4,520.81	4,619.00	(98.19)	97.87
Custodial Fees	650.00	14,610.32	14,332.00	278.32	101.94

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Custodial Fees - Bureau	400.00	3,863.00	4,018.00	(155.00)	96.14
Set up/Take Down Fees	0.00	130.00	(77.00)	207.00	(168.83)
Set up/Take Down Fees - Bureau	50.00	944.00	1,055.00	(111.00)	89.48
<b>Total Rents and Concessions</b>	<b>9,982.18</b>	<b>218,283.43</b>	<b>214,018.00</b>	<b>4,265.43</b>	<b>101.99</b>
<b>Miscellaneous Revenue</b>					
Sales of an Asset - F & G	0.00	500.00	500.00	0.00	100.00
Advertising Revenue	0.00	575.00	0.00	575.00	0.00
MV Comm Ctr Rentals	(506.50)	420.00	92.00	328.00	456.52
Alcohol Permit Fee	50.00	3,594.00	4,348.00	(754.00)	82.66
Alcohol Permit - Bureau	50.00	773.00	697.00	76.00	110.90
MVCC - Alcohol fee	(50.00)	50.00	0.00	50.00	0.00
MVCC Custodial Fee	(100.00)	50.00	0.00	50.00	0.00
Miscellaneous Income - Admin.	0.00	4,362.70	4,363.00	(0.30)	99.99
Miscellaneous Revenue - Recreation	0.00	2,400.00	0.00	2,400.00	0.00
Verizon Wireless Lease	3,045.31	34,654.89	35,654.00	(999.11)	97.20
Miscellaneous Income - Youth Services	0.00	401.11	0.00	401.11	0.00
Miscellaneous Income - F & G	0.00	21,944.41	7,266.00	14,678.41	302.02
T Shirt Sales	0.00	180.00	180.00	0.00	100.00
<b>Total Miscellaneous Revenue</b>	<b>2,488.81</b>	<b>69,905.11</b>	<b>53,100.00</b>	<b>16,805.11</b>	<b>131.65</b>
<b>Grants &amp; Donations</b>					
Youth Assistance Rev	8,535.37	11,178.92	7,601.00	3,577.92	147.07
Community Assistance Fund Revenue	324.53	324.53	0.00	324.53	0.00
Donation Rev - Rec	0.00	1,952.90	1,953.00	(0.10)	100.00
Donation Rev - Aqua	0.00	2,391.68	2,392.00	(0.32)	99.99
Donation Rev - F & G	3,804.27	21,693.39	17,889.00	3,804.39	121.27

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Donations - Bike Park	5,332.75	5,332.75	0.00	5,332.75	0.00
Grant Proceeds - Y. Services	3,542.00	31,816.00	13,494.00	18,322.00	235.78
<b>Total Grants and Donations</b>	<b>21,538.92</b>	<b>74,690.17</b>	<b>43,329.00</b>	<b>31,361.17</b>	<b>172.38</b>
Interest Income					
Interest Income - Other	38.06	462.77	357.00	105.77	129.63
Interest Revenue - County	0.00	71,968.74	80,233.00	(8,264.26)	89.70
Interest - City Trust	0.00	9,454.59	7,037.00	2,417.59	134.36
Interest - Pension Trust	0.00	60,636.86	62,126.00	(1,489.14)	97.60
CA CLASS Interest	3,278.28	23,654.54	20,000.00	3,654.54	118.27
<b>Total Interest Income</b>	<b>3,316.34</b>	<b>166,177.50</b>	<b>169,753.00</b>	<b>(3,575.50)</b>	<b>97.89</b>
Project Revenue - Government					
City Mitigation Revenue	0.00	188,690.44	187,465.00	1,225.44	100.65
<b>Total Project Revenue - Government</b>	<b>0.00</b>	<b>188,690.44</b>	<b>187,465.00</b>	<b>1,225.44</b>	<b>100.65</b>
Tax Revenue					
Current Secured Property Taxes General	0.00	3,924,017.41	3,904,540.00	19,477.41	100.50
Homeowner's Prop. Tax Relief	0.00	19,754.83	20,505.00	(750.17)	96.34
Current Unsecured Prop Taxes General	0.00	88,255.36	88,170.00	85.36	100.10
Current Supplemental Property Taxes	0.00	107,004.08	121,044.00	(14,039.92)	88.40
Unitary & Op Non-unitary Tax	0.00	145,527.17	141,811.00	3,716.17	102.62
Delinq Unsecured Property Taxes	0.00	1,725.52	1,414.00	311.52	122.03
Timber Tax Guarantee	0.00	0.76	1.00	(0.24)	76.00
Atwood Tax Revenue	0.00	30,626.59	30,896.00	(269.41)	99.13

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Delinquent Supplemental Tax Rev	0.00	91.94	129.00	(37.06)	71.27
Less: Atwood Tax Offset for Mutual Benefit	0.00	(1,634.10)	(1,634.00)	(0.10)	100.01
Atwood - Contribution for Mut Benefit	0.00	1,634.10	1,634.00	0.10	100.01
Delinquent Secured Property Taxes	0.00	(7.19)	236.00	(243.19)	(3.05)
Railroad Unitary Property Taxes	0.00	3,102.39	2,889.00	213.39	107.39
RDA Pass-Throughs	0.00	289,354.53	294,434.00	(5,079.47)	98.28
Pipeline	0.00	0.00	92.00	(92.00)	0.00
 Total Tax Revenue	 0.00	 4,609,453.39	 4,606,161.00	 3,292.39	 100.07
 TOTAL OPERATING REVENUE	 \$123,920.25	 \$6,839,390.24	 \$6,762,429.00	 \$76,961.24	 101.14%
 OTHER FINANCING SOURCES					
Transfers from Other Funding Sources					
Transfers In - General Fund	38,531.00	208,931.00	147,900.00	61,031.00	141.27
Transfers In - Equipment Reserve	0.00	220,000.00	220,000.00	0.00	100.00
Transfers In - Future Capital Construction	0.00	350,000.00	350,000.00	0.00	100.00
Transfers In - ADA Reserves	0.00	5,000.00	5,000.00	0.00	100.00
 TOTAL OTHER FINANCING SOURCES	 38,531.00	 783,931.00	 722,900.00	 61,031.00	 108.44
 TOTAL REVENUES	 123,920.25	 6,839,390.24	 6,762,429.00	 76,961.24	 101.14
 EXPENDITURES					
Program Expenses					

Profit & Loss - Detail  
 4/1/2025 to 1/31/2026  
 For All Segments  
 For All Segments

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Instructor/Adult Classes	1,933.25	19,246.95	21,475.00	(2,228.05)	89.63
Instructor/Adult Classes - Bureau	0.00	471.25	1,492.00	(1,020.75)	31.59
Instructor/Youth Classes	1,439.80	33,575.70	35,918.00	(2,342.30)	93.48
Instr/Youth Classes - Bureau	0.00	351.00	585.00	(234.00)	60.00
Officials/Adult Softball	0.00	13,476.43	14,122.00	(645.57)	95.43
Officials/Adult Basketball	474.00	7,558.00	9,110.00	(1,552.00)	82.96
Officials/Youth Volleyball	0.00	182.00	182.00	0.00	100.00
Instructor/Youth Camps	0.00	47,931.00	48,967.00	(1,036.00)	97.88
Instr/Y Camp - Bureau	0.00	19,188.00	19,188.00	0.00	100.00
Aub Elem/Program Exp	375.44	2,637.32	2,515.00	122.32	104.86
Skyridge/Program Exp	370.77	4,260.41	3,959.00	301.41	107.61
Day Camp Skyridge Program Exp	0.00	1,759.15	1,759.00	0.15	100.01
Day Camp/Rec Program Exp	59.75	4,732.04	5,601.00	(868.96)	84.49
Day Camp REG Expense	0.00	1,886.98	1,887.00	(0.02)	100.00
Preschool - Program Exp	78.43	1,628.54	2,422.00	(793.46)	67.24
Newcastle Program Expense	340.25	3,999.84	4,961.00	(961.16)	80.63
Adult Softball Expense	0.00	808.85	1,868.00	(1,059.15)	43.30
Adult Basketball Expense	0.00	0.00	158.00	(158.00)	0.00
Youth Basketball Expense	129.84	14,938.12	21,896.00	(6,957.88)	68.22
Youth Volleyball Expense	0.00	2,753.36	2,753.00	0.36	100.01
Aquatic Activities	0.00	1,256.14	1,256.00	0.14	100.01
Public Swim Expense	0.00	1,597.68	1,609.00	(11.32)	99.30
Public Swim Exp - PH Pool	0.00	146.54	147.00	(0.46)	99.69
Swim Team	0.00	1,723.17	715.00	1,008.17	241.00
Synchro Team Expenses	0.00	1,644.09	1,915.00	(270.91)	85.85
Special Events Expenses	394.00	780.40	2,261.00	(1,480.60)	34.52
Special Events Exp - Preschool	0.00	463.33	463.00	0.33	100.07
Party in the Park Expenses	0.00	13,536.58	13,777.00	(240.42)	98.26
Santa's Chest Expenses	860.92	1,020.75	0.00	1,020.75	0.00
Obstacle Race Expense	400.00	12,146.03	12,648.00	(501.97)	96.03

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Auburn Harvest Festival Expenses</b>					
Egg Hunt Expenses	0.00	10,312.51	8,120.00	2,192.51	127.00
Parks N Big Trucks Expense	0.00	448.46	448.00	0.46	100.10
Movie in the Park Event Expense	0.00	1,228.20	1,185.00	43.20	103.65
<b>Total Program Expenses</b>	<b>6,856.45</b>	<b>228,860.22</b>	<b>246,820.00</b>	<b>(17,959.78)</b>	<b>92.72</b>
<b>Operations &amp; Supplies</b>					
Cash Short/Over-Cust Serv	0.00	(149.81)	(150.00)	0.19	99.87
Merchant Fees - Youth Services	1,635.78	18,676.21	18,955.00	(278.79)	98.53
Merchant Fees - Cust Serv	780.43	16,038.08	16,534.00	(495.92)	97.00
Discounts Taken	(5.99)	123.29	(30.00)	153.29	(410.97)
T Shirt Expense (sales)	0.00	1,313.39	0.00	1,313.39	0.00
Cal Card Incentives	0.00	(2,409.22)	(2,607.00)	197.78	92.41
Penalties	0.00	2,026.26	2,026.00	0.26	100.01
Donations Expense	0.00	820.00	820.00	0.00	100.00
Telephone - Placer Hills Pool	176.03	1,359.49	1,187.00	172.49	114.53
Telephone - Cust Serv	537.84	5,332.22	5,380.00	(47.78)	99.11
Telephone (CVCC) - Admin	488.40	4,760.27	4,756.00	4.27	100.09
Gift Certificates Expensed (donated)	(60.00)	224.00	654.00	(430.00)	34.25
Telephone - Youth Services	52.31	270.38	260.00	10.38	103.99
Telephone - Recreation	0.00	66.64	67.00	(0.36)	99.46
Telephone - Preschool	0.00	0.00	17.00	(17.00)	0.00
Telephone - Preschool	2.86	13.35	0.00	13.35	0.00
Telephone - Facilities & Grounds	2,237.82	10,411.94	9,489.00	922.94	109.73
Telephone - Day Camp	55.42	695.62	1,190.00	(494.38)	58.46
Telephone - Newcastle	275.12	571.22	376.00	195.22	151.92
Telephone - Aub El	71.38	380.79	423.00	(42.21)	90.02
Telephone - Skyridge	141.56	709.16	802.00	(92.84)	88.42
Postage - Cust Serv	0.00	500.00	500.00	0.00	100.00

Auburn Rec & Park  
 Profit & Loss - Detail  
 4/1/2025 to 1/31/2026  
 For All Segments1  
 For All Segments4

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>Postage - Admin</b>	0.00	400.60	707.00	(306.40)	56.66
<b>Activity Guide Expense</b>	16,735.36	35,068.81	32,984.00	2,084.81	106.32
<b>Youth Assistance Expense</b>	0.00	5,709.00	8,138.00	(2,429.00)	70.15
<b>Bank &amp; Credit Card Fees</b>	0.00	0.00	(12.00)	12.00	0.00
<b>CEPPT Charges</b>	0.00	1,124.33	1,066.00	58.33	105.47
<b>Office Supplies - Rec</b>	422.52	904.89	602.00	302.89	150.31
<b>Office Supplies - Youth Services</b>	96.49	482.38	478.00	4.38	100.92
<b>Office Supplies - F &amp; G</b>	664.86	1,335.49	1,453.00	(117.51)	91.91
<b>Office Supplies-Cust Serv</b>	817.46	3,421.16	2,764.00	657.16	123.78
<b>Office Supplies - Admin</b>	797.62	3,959.44	5,062.00	(1,102.56)	78.22
<b>Office Equip Rental - Cust Serv</b>	171.41	2,380.72	2,219.00	161.72	107.29
<b>Office Equip Rental - Admin</b>	257.45	2,414.70	3,035.00	(620.30)	79.56
<b>Office Supplies Maint - Cust Serv</b>	0.00	1,266.88	1,441.00	(174.12)	87.92
<b>Office Equip Maint - Admin</b>	86.82	437.23	411.00	26.23	106.38
<b>Dining Expense - F&amp;G</b>	52.27	128.19	250.00	(121.81)	51.28
<b>Dining Expense - CS</b>	0.00	150.00	203.00	(53.00)	73.89
<b>Dining Expense</b>	265.00	875.00	500.00	375.00	175.00
<b>Gas/Mileage Expense - C.Serv</b>	56.00	413.00	386.00	27.00	107.00
<b>Gas/Mileage Expense - Admin</b>	29.40	889.00	867.00	22.00	102.54
<b>Gas/Mileage Expense - Rec.</b>	37.80	424.90	432.00	(7.10)	98.36
<b>Gas/Mileage Expense - Aqua</b>	0.00	41.30	27.00	14.30	152.96
<b>Gas/Mileage Expense - YS</b>	4.62	302.82	379.00	(76.18)	79.90
<b>Gas/Mileage - Preschool</b>	0.00	6.30	22.00	(15.70)	28.64
<b>Cleaning Supplies - YS</b>	0.00	483.55	484.00	(0.45)	99.91
<b>Gas/Mileage Expense - F &amp; G</b>	3,266.15	40,013.85	41,141.00	(1,127.15)	97.26
<b>General Administrative Exp - Admin</b>	48.00	1,015.44	1,210.00	(194.56)	83.92
<b>Atwood- Liability Insurance</b>	1,800.00	1,800.00	0.00	1,800.00	0.00
<b>Liability Insurance - Admin</b>	20,010.75	195,631.25	197,432.00	(1,800.75)	99.09
<b>Atwood Liability Insurance</b>	(1,800.00)	0.00	0.00	0.00	0.00
<b>Board Expense</b>	0.00	385.60	736.00	(350.40)	52.39

Profit & Loss - Detail  
 4/1/2025 to 1/31/2026  
 For All Segment1s  
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Public Relations/Marketing - Cust Serv	(1,122.89)	2,115.86	2,254.00	(138.14)	93.87
Miscellaneous Expense	0.00	5.36	0.00	5.36	0.00
Dues and Subscriptions-Youth Services	0.00	240.00	344.00	(104.00)	69.77
Dues and Subscriptions - Cust Service	51.61	51.61	54.00	(2.39)	95.57
Dues and Subscriptions - Admin	51.61	13,641.61	14,357.00	(715.39)	95.02
Dues and Subscriptions - Rec.	0.00	869.00	1,049.00	(180.00)	82.84
Dues and Subscriptions - F & G	0.00	485.88	665.00	(179.12)	73.07
Staff Appreciation - Aquatics	0.00	25.00	(169.00)	194.00	(14.79)
Staff Appreciation - Youth Services	0.00	50.00	341.00	(291.00)	14.66
Staff Appreciation - F & G	37.55	97.40	170.00	(72.60)	57.29
Staff Appreciation - Admin	0.00	25.00	175.00	(150.00)	14.29
Company Celebrations	442.73	2,278.33	2,024.00	254.33	112.57
Bad Debits Expense - Y Services	0.00	3,198.79	0.00	3,198.79	0.00
Staff Development - Rec.	170.00	544.30	351.00	193.30	155.07
Staff Development - Aquatics	0.00	536.00	519.00	17.00	103.28
Staff Development - Youth Services	0.00	142.84	482.00	(339.16)	29.64
Staff Development - F & G	260.00	5,840.71	7,916.00	(2,075.29)	73.78
Uniform Exp - Aquatics	0.00	154.50	107.00	47.50	144.39
Uniform Exp - YS	0.00	100.55	100.00	0.55	100.55
Uniform Exp - F & G	0.00	1,792.45	1,601.00	191.45	111.96
Small Equip - Rec Dept	0.00	1,369.36	2,400.00	(1,030.64)	57.06
Small Equipment - Aqua	0.00	6,108.02	4,765.00	1,343.02	128.19
Small Equipment - Y Serv	0.00	1,467.69	808.00	659.69	181.65
Small Tools & Equip - Facilities and Grounds	889.43	21,566.21	29,909.00	(8,342.79)	72.11
Small Equipment - Admin	0.00	309.85	0.00	309.85	0.00
Field Marking Expense	0.00	1,068.47	5,164.00	(4,095.53)	20.69
Safety Supplies - F & G	69.57	2,354.31	7,027.00	(4,672.69)	33.50
Safety Supplies - Aquatics	0.00	337.95	338.00	(0.05)	99.99
Restroom Supplies - Recreation Park	188.20	3,375.03	3,346.00	29.03	100.87
Restroom Supplies - Regional Park	215.12	1,927.57	1,782.00	145.57	108.17

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Restroom Supplies - Ashford Park	94.76	758.57	726.00	32.57	104.49
Restroom Supplies - Meadow Vista Park	111.10	850.22	886.00	(35.78)	95.96
Restroom Supplies - Railhead Park	127.50	926.99	911.00	15.99	101.76
Restroom Supplies - Overlook Park	127.50	926.97	924.00	2.97	100.32
Restroom Supplies - Placer Hills Park	94.77	758.57	721.00	37.57	105.21
Restroom Supplies - Rec Comm Ctr	331.38	2,812.36	3,606.00	(793.64)	77.99
Restroom Supplies - Reg Comm Ctr	288.56	2,319.09	2,244.00	75.09	103.35
Restroom Supplies - CVCC Comm Ctr	333.99	2,613.83	2,392.00	221.83	109.27
Sanitation - Reg Pk - Toilet	530.00	2,825.00	2,855.00	(30.00)	98.95
Sanitation - Reg - ADA PB Toilet	530.00	3,025.00	2,790.00	235.00	108.42
Sanitation - CVCC Bike Park Port Toilet	530.00	2,825.00	2,590.00	235.00	109.07
Sanitation - Rec Pk - Debris Box	2,041.98	15,472.08	15,056.00	416.08	102.76
Sanitation - Reg Pk - Disposal	693.44	6,495.92	6,511.00	(15.08)	99.77
Sanitation - MV - Disposal	473.14	4,172.03	4,182.00	(9.97)	99.76
Sanitation - CVCC - Disposal	234.00	2,082.09	2,086.00	(3.91)	99.81
Bad Debt Expense - Cust Serv	0.00	55.33	55.00	0.33	100.60
<b>Total Operations &amp; Supplies</b>	<b>58,003.99</b>	<b>484,197.81</b>	<b>501,480.00</b>	<b>(17,282.19)</b>	<b>96.55</b>
<b>Utilities Expense</b>					
Lights - Rec Pk Beggs Field	2222.83	4,555.04	4,892.00	(336.96)	93.11
Lighting Reimb.-Beggs Field	0.00	(1,652.24)	(1,573.00)	(79.24)	105.04
Lights - Rec Pk James Field	226.33	11,146.31	10,953.00	193.31	101.77
Lighting Reimb.-James Field	(118.80)	(6,385.18)	(6,741.00)	355.82	94.72
Lights - Rec Field	390.18	933.24	1,307.00	(373.76)	71.40
Lighting Reimb.-Rec Field	0.00	(1,612.64)	(1,573.00)	(39.64)	102.52
Gas/Elect - Rec Comm Ctr - Fac & Grds	4,553.04	23,111.74	24,874.00	(1,762.26)	92.92
- Gas/Electric - Reg Comm Ctr	5,243.68	6,898.74	5,671.00	1,227.74	121.65
Gas/Electric - CV Comm Ctr	195.03	1,061.64	1,098.00	(36.36)	96.69

Profit & Loss - Detail  
 4/1/2025 to 1/31/2026  
 For All Segments1s  
 For All Segments4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Electric Reimb.-CV Comm Ctr	(195.03)	(1,170.15)	(1,111.00)	(59.15)	105.32
Gas/Electric - CVCC	4,789.25	16,408.30	21,927.00	(5,518.70)	74.83
Gas/Electric - Sierra Pool	1,302.08	10,847.60	30,572.00	(19,724.40)	35.48
Gas/Electric - PH Pool	475.98	(326.35)	1,959.00	(2,285.35)	(16.66)
Electric - Day Camp	649.06	4,020.23	3,976.00	44.23	101.11
Gas/Elec - Recreation Park	1,605.00	19,053.84	19,917.00	(863.16)	95.67
Gas/Electric - Reg Park	3,731.77	13,208.53	9,869.00	3,339.53	133.84
Lighting Reimb.- Reg Park	0.00	(5,685.74)	(5,827.00)	141.26	97.58
Gas/Electric - Ashford Park	185.20	4,381.94	4,131.00	250.94	106.08
Gas/Electric - MV Park	295.39	6,057.46	6,560.00	(502.54)	92.34
Electric - Railhead Park	126.05	4,184.44	5,153.00	(968.56)	81.20
Lighting Reimb.-Railhead	(122.47)	(1,154.46)	(2,121.00)	966.54	54.43
Gas/Electric - Overlook Park	0.00	75.85	175.00	(99.15)	43.34
Gas/Electric - Winchester Park	16.56	1,572.91	1,577.00	(4.09)	99.74
Reimbursements - Gas/Elec Pool	0.00	(19,448.03)	(19,448.00)	(0.03)	100.00
Water - Rec Comm Ctr	2,349.76	6,004.26	6,354.00	(349.74)	94.50
Water - Reg Comm Ctr	338.04	1,969.22	2,303.00	(333.78)	85.51
Water - CV Comm Ctr	(15.74)	(3.64)	525.00	(528.64)	(0.69)
Water - CVCC	403.34	3,375.27	4,810.00	(1,434.73)	70.17
Water - Sierra Pool	0.00	5,286.04	5,618.00	(331.96)	94.09
Water - PH Pool	0.00	288.18	307.00	(18.82)	93.87
Water - Rec Park	440.64	5,153.27	4,888.00	265.27	105.43
Water - Regional Park	326.47	9,012.66	9,539.00	(526.34)	94.48
Water - Ashford Park	322.92	4,253.92	4,459.00	(205.08)	95.40
Water - MV Park	631.54	14,647.41	12,526.00	2,121.41	116.94
Water - CV Park	55.08	4,366.94	4,589.00	(222.06)	95.16
Water - Railhead Park	399.13	4,553.73	4,895.00	(341.27)	93.03
Water - CVCC Park	403.32	3,375.23	3,519.00	(143.77)	95.91

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Water - Overlook Park	834.54	9,557.67	10,988.00	(1,430.33)	86.98
Water - Placer Hills Park	109.35	5,385.67	6,093.00	(707.33)	88.39
Water - Atwood	212.29	2,564.43	3,496.00	(931.57)	73.35
Water - Ridge Runners Field	0.00	5,453.59	7,602.00	(2,148.41)	71.74
Reimb - Water - Sierra Pool	0.00	(2,449.41)	(2,449.00)	(0.41)	100.02
Sanitation - Rec Park (Sewer)	0.00	9,807.00	9,807.00	0.00	100.00
Sanitation - Regional Park (Sewer)	0.00	10,152.71	10,153.00	(0.29)	100.00
Sanitation - Ashford Park (Sewer)	0.00	1,880.28	1,880.00	0.28	100.02
Sanitation - Railhead Park (Sewer)	0.00	182.52	183.00	(0.48)	99.74
Sanitation - Overlook (Sewer)	0.00	772.68	773.00	(0.32)	99.96
Sanitation - CVCC (Sewer)	0.00	10,698.48	10,698.00	0.48	100.00
<b>Total Utilities Expense</b>	<b>30,381.81</b>	<b>206,371.13</b>	<b>239,773.00</b>	<b>(33,401.87)</b>	<b>86.07</b>
<b>Legal Expenses</b>					
Legal Fees	0.00	3,027.00	2,700.00	327.00	112.11
<b>Total Legal Expense</b>	<b>0.00</b>	<b>3,027.00</b>	<b>2,700.00</b>	<b>327.00</b>	<b>112.11</b>
<b>Professional Services</b>					
Professional Services - Rec	1,073.00	8,584.00	10,066.00	(1,482.00)	85.28
Professional Services - F & G	0.00	1,877.50	2,779.00	(901.50)	67.56
Atwood - Professional Services	0.00	5,786.90	5,771.00	15.90	100.28
Professional Services - C Serv	0.00	16,916.34	17,050.00	(133.66)	99.22
Professional Services - Admin	2,016.00	33,131.56	33,151.00	(19.44)	99.94
Accounting/Auditor Fees	0.00	19,500.00	19,500.00	0.00	100.00

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Total Professional Services	3,089.00	85,796.30	88,317.00	(2,520.70)	97.15
Bldg & Ground Maintenance					
Vehicle Maintenance	1,987.69	27,485.51	33,579.00	(6,093.49)	81.85
Equipment Rental	0.00	135.00	1,135.00	(1,000.00)	11.89
Irrigation Supplies - General	90.09	2,672.48	3,502.00	(829.52)	76.31
Maint - Recreation Field	42.90	1,046.43	2,089.00	(1,042.57)	50.09
Maint - James Field	42.90	9,771.69	11,449.00	(1,677.31)	85.35
Maint - Beggs Field	85.80	2,872.49	3,158.00	(285.51)	90.96
Maint - Sierra Pool	3,009.55	41,196.91	50,685.00	(9,488.09)	81.28
Reimbursement- Maint Pool	0.00	(7,993.45)	(7,993.00)	(0.45)	100.01
Maint & Repairs - Equipment	11,369.98	88,129.09	72,773.00	15,356.09	121.10
Maint - PH Pool	339.67	26,702.29	25,373.00	1,329.29	105.24
Maint - MV Soccer Field	0.00	0.00	14.00	(14.00)	0.00
Maint - MV Tennis / Pickleball Courts	0.00	14.31	119.00	(104.69)	12.03
Rep/Maint - Day Camp	94.14	3,702.13	3,537.00	165.13	104.67
Maint - Recreation Park	1,612.62	35,640.83	38,287.00	(2,646.17)	93.09
Maint - Regional Park	4,628.21	40,193.51	38,160.00	2,033.51	105.33
Maint - Ashford Park	400.17	8,932.01	10,345.00	(1,412.99)	86.34
Maint - Meadow Vista Park	323.36	21,819.81	22,496.00	(676.19)	96.99
Maint - Christian Valley Park	0.00	1,280.67	1,875.00	(594.33)	68.30
Maint - Railhead Park	399.01	5,087.01	5,433.00	(345.99)	93.63
Maint - CVCC Park	0.00	6,820.63	7,010.00	(189.37)	97.30
Maint - Overlook Park	480.50	5,915.98	6,709.00	(793.02)	88.18
Maint - Placer Hills Park	0.00	1,122.01	1,222.00	(99.99)	91.82
Maint - Pocket Parks	0.00	300.63	473.00	(172.37)	63.56
Maint - Mt. Vernon Park	0.00	0.00	52.00	(52.00)	0.00
Maint - Winchester Park	0.00	1,066.80	(97.20)	91.65	33.58
Maint - Atwood	5.44	2,314.14	6,892.00	(4,577.86)	

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Maint - Shockley Park	0.00	0.00	64.00	(64.00)	0.00
Maint - Bike Park	260.40	10,481.76	11,285.00	(803.24)	92.88
Rep/Maint - Skyridge	0.00	0.00	1,906.00	(1,906.00)	0.00
Maint - Ashley Dog Park	5.44	3,456.00	616.00	2,840.00	561.04
Rep/Maint - Preschool	0.00	0.00	14.00	(14.00)	0.00
Maint - Recreation Comm Ctr	6,027.47	22,956.75	17,420.00	5,536.75	131.78
Maint - Regional Comm Ctr	2,925.75	27,756.60	28,078.00	(321.40)	98.86
Maint - Christian Valley Comm Ctr	0.00	1,514.22	1,355.00	159.22	111.75
Maint - CVCC Comm Ctr	599.35	18,686.94	21,507.00	(2,820.06)	86.89
Maint - Overlook Modular	0.00	331.50	400.00	(68.50)	82.88
Maint - Regional Tennis/Pickleball Courts	0.00	37.53	332.00	(294.47)	11.30
Maint - RH Soccer A	21.45	6,565.64	7,320.00	(754.36)	89.70
Maint - Regional Field Soccer	0.00	5,794.46	5,908.00	(113.54)	98.08
Maint - MV PeeWee Soccer	0.00	228.33	275.00	(46.67)	83.03
Maint - RH Soccer B	21.45	6,596.33	7,096.00	(499.67)	92.96
Maint - Regional Bill Bean Field	192.34	3,082.76	3,119.00	(36.24)	98.84
Maint - Regional Field B	57.20	1,472.10	1,382.00	90.10	106.52
Maint - Regional Field C	100.10	3,184.56	3,249.00	(64.44)	98.02
Tree Maint - Rec Park	0.00	5,000.00	5,000.00	0.00	100.00
Tree Maint - Reg Park	0.00	5,000.00	5,000.00	0.00	100.00
Vandalism Repairs Expense	4,834.58	29,388.79	27,089.00	2,299.79	108.49
<b>Total Building and Grounds Maintenance</b>	<b>39,957.56</b>	<b>477,763.18</b>	<b>487,953.00</b>	<b>(10,189.82)</b>	<b>97.91</b>
Property Tax Administration/LAFCO	0.00	200.00	284.00	(84.00)	70.42
CalPERS SS Admin Fee	0.00	76,190.37	71,822.00	4,368.37	106.08
Property Tax Administration	0.00	7,358.23	7,360.00	(1.77)	99.98
Lafco Fees	0.00	309.51	317.00	(7.49)	97.64
<b>Atwood - County Collection Fee</b>	<b>38</b>				

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Total Property Tax Administration/LAFCO	0.00	84,058.11	79,783.00	4,275.11	105.36
<b>Salaries Expense</b>					
Wages - (Y.Serv) - Manager	8,484.00	59,238.73	59,895.00	(656.27)	98.90
Wages - (Y.Serv) - Admin Part Time	254.18	254.18	0.00	254.18	0.00
Wages - (Cust Serv) - Full Time	17,682.64	129,172.88	129,136.00	36.88	100.03
Less: Atwood Admin Offset	0.00	(1,533.10)	(1,533.00)	(0.10)	100.01
Wages - (Admin) - Full Time	24,092.92	152,574.19	147,621.00	4,953.19	103.36
Wages - (Admin) - Part Time	12,146.14	84,374.77	78,427.00	5,947.77	107.58
Atwood - Admin Wages & Roll ups	0.00	1,533.10	1,533.00	0.10	100.01
Wages - (Admin) - Board Pay	2,500.00	22,250.00	22,250.00	0.00	100.00
Wages - (Y.Serv) - Aub Elm - PT	10,663.47	65,197.69	65,424.00	(226.31)	99.65
Wages - (Y.Serv) - AE Maint	48.31	409.13	372.00	37.13	109.98
Wages - (Y.Serv) - Skyridge - PT	15,808.17	100,696.13	105,786.00	(5,089.87)	95.19
Wages - (Y.Serv) - Skyridge Maint	0.00	12.44	58.00	(45.56)	21.45
Wages - (Y.Serv) - Day Camp Skyridge PT	0.00	20,969.41	21,059.00	(89.59)	99.58
Wages - (Y.Serv) - Day Camp - PT	7,466.23	95,479.63	96,431.00	(951.37)	99.01
Wages - (Y.Serv) - DC Maint	0.00	1,832.43	1,877.00	(44.57)	97.63
Wages - (Y.Serv) - Reg Day Camp	0.00	26,260.03	26,260.00	0.03	100.00
Wages - (Rec) - Full Time	22,410.96	159,328.95	159,166.00	162.95	100.10
Wages - (Y.Serv) - Newcastle- PT	13,702.66	101,079.48	102,290.00	(1,210.52)	98.82
Wages - (Y.Serv) - NC Maint	0.00	82.01	16.00	66.01	512.56
Wages - (Rec) - Part Time	0.00	886.36	2,364.00	(1,477.64)	37.49
Wages - (Rec) - Adult Softball	0.00	6,629.49	6,932.00	(302.51)	95.64
Wages - (Rec) - Adult Basketball	401.09	4,308.98	3,387.00	921.98	127.22
Wages - (Y.Serv) - Preschool	817.00	24,807.64	36,727.00	(11,919.36)	67.55
Wages - (Aqua) - Aquatics Coordinator	415.75	16,061.65	16,658.00	(596.35)	96.42
Wages - (Aqua) - Aquatic Activities	0.00	6,932.84	6,972.00	(39.16)	99.44
Wages - (Aqua) - Public Swim	0.00	69,773.79	69,713.00	60.79	100.09

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Wages - (Aqua) - Public Swim-PH	0.00	5,937.32	5,937.00	0.32	100.01
Wages - (Aqua) - Swim Lessons	0.00	15,778.76	15,779.00	(0.24)	100.00
Wages - (Aqua) - Swim Lessons-PH	0.00	4,113.86	4,114.00	(0.14)	100.00
Wages - (Aqua) - Master Swim	0.00	7,188.93	7,189.00	(0.07)	100.00
Wages - (Aqua) - Swim Team Coaches	0.00	13,690.41	13,690.00	0.41	100.00
Wages - (Aqua) - Synchronized Swim Coach	0.00	14,733.08	14,733.00	0.08	100.00
Wages - (Fac & Grds) - Fac Attendant - Rec	14,472.98	97,464.96	101,725.00	(4,260.04)	95.81
Wages - (Fac & Grds) - Fac Att. - CVCC	4,381.23	40,258.00	37,059.00	3,199.00	108.63
Wages - (Fac & Grds) - Fac Attendant - Reg	6,864.14	43,289.46	44,665.00	(1,375.54)	96.92
Wages - (Fac & Grds) - Fac Att Overlook	0.00	26.04	226.00	(199.96)	11.52
Wages - (Fac & Grds) - Management	26,426.02	184,457.19	181,617.00	2,840.19	101.56
Wages - (Fac & Grds) - Recreation Park	46,586.99	277,161.64	271,009.00	6,152.64	102.27
Wages - (Fac & Grds) - Regional Park	22,186.60	156,045.42	175,892.00	(19,846.58)	88.72
Wages - (Fac & Grds) - Ashford Park	6,360.77	45,202.99	42,253.00	2,949.99	106.98
Wages - (Fac & Grds) - Meadow Vista Park	8,366.25	59,190.03	61,274.00	(2,083.97)	96.60
Wages - (Fac & Grds) - CV Comm Center	442.71	3,676.50	4,515.00	(838.50)	81.43
Wages - (Fac & Grds) - Railhead Park	1,842.97	17,599.27	17,597.00	2.27	100.01
Wages - (Fac & Grds) - CVCC	2,231.88	16,668.18	20,378.00	(3,709.82)	81.80
Wages - (Fac & Grds) - Overlook Park	1,471.72	13,125.70	14,981.00	(1,855.30)	87.62
Wages - (Fac & Grds) - Placer Hills Park	560.18	12,609.29	13,592.00	(982.71)	92.77
Wages - (Fac & Grds) - Pocket Parks	1,162.66	6,633.39	7,737.00	(1,103.61)	85.74
Wages - (Fac & Grds) - Mt. Vernon Park	0.00	128.41	128.00	0.41	100.32
Wages - (Fac & Grds) - Winchester Park	120.72	3,787.64	3,803.00	(15.36)	99.60
Wages - (Fac & Grds) - Atwood	1,454.16	6,512.50	5,228.00	1,284.50	124.57
Wages - (Fac & Grds) - Shockley Property	189.20	1,911.34	2,177.00	(265.66)	87.80
Wages - (Fac & Grds) - Bike Park	641.09	2,065.06	7,120.00	(5,054.94)	29.00
Wages - (F & G) Special Events	0.00	6,476.68	8,954.00	(2,477.32)	72.33
Wages - District Administrator	17,488.80	129,003.91	129,137.00	(133.09)	99.90
Wages - (F & G Proj) - Marriot Meadows	0.00	2,291.36	2,291.00	0.36	100.02
Wages - (Rec) - Special Events	0.00	626.54	1,040.00	(413.46)	60.24

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Wages - (F & G) Certification Stipends Paid	0.00	1,725.00	1,725.00	0.00	100.00
Wages - (F & G) Uniform Allowance	500.00	10,957.73	13,000.00	(2,042.27)	84.29
<b>Total Salaries Expense</b>	<b>300,644.59</b>	<b>2,348,949.42</b>	<b>2,389,386.00</b>	<b>(40,436.58)</b>	<b>98.31</b>
<b>Benefits &amp; Payroll Costs</b>					
Offset for Atwood Roll ups	0.00	313.13	313.00	0.13	100.04
Atwood - Wage Roll ups	0.00	(313.13)	(313.00)	(0.13)	100.04
ER Taxes - Rec	1,893.27	12,434.03	14,049.00	(1,614.97)	88.51
ER Taxes - Aquatics	38.46	13,856.04	13,907.00	(50.96)	99.63
ER Taxes - Youth Services	5,128.99	37,984.26	40,973.00	(2,988.74)	92.71
ER Taxes - Fac & Grds	12,785.95	73,794.93	78,472.00	(4,677.07)	94.04
ER Taxes - Cust Serv	1,500.53	9,047.17	9,624.00	(576.83)	94.01
ER Taxes - Admin	4,698.66	28,947.26	29,169.00	(221.74)	99.24
Employment Expense - Aquatics	0.00	20.90	21.00	(0.10)	99.52
Employment Expense - Youth Services	0.00	585.85	850.00	(264.15)	68.92
Employment Expense - Fac & Grds	0.00	1,033.99	1,173.00	(139.01)	88.15
Employment Expense - Admin	0.00	126.54	127.00	(0.46)	99.64
Fingerprinting Exp - Recreation	0.00	144.75	212.00	(67.25)	68.28
Fingerprinting Exp - Aquatics	0.00	64.00	64.00	0.00	100.00
Fingerprinting Exp - Youth Services	74.00	1,194.75	1,139.00	55.75	104.90
Fingerprinting Exp - Fac & Grds	0.00	126.00	196.00	(70.00)	64.29
Benefits Expense - Recreation	3,411.02	33,189.13	33,770.00	(580.87)	98.28
Benefits Expense - Youth Services	4,172.01	25,448.35	24,724.00	724.35	102.93
Benefits Expense - Fac & Grds	24,042.33	227,430.35	240,274.00	(12,843.65)	94.66
Benefits Expense - Cust Serv	2,871.03	28,210.69	28,382.00	(171.31)	99.40
Benefits Expense - Admin	6,146.74	66,189.10	69,678.00	(3,488.90)	94.99
Employer Retirement Exp - Rec	2,237.13	15,686.32	15,635.00	51.32	100.33
Employer Retirement Exp - Aquatics	0.00	2,678.16	2,827.00	(148.84)	94.74
Employer Retirement Exp - Youth Services	4,352.84	34,342.43	39,380.00	(5,037.57)	87.21

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Employer Retirement Exp. - Fac & Grds	12,724.94	84,039.42	86,445.00	(2,405.58)	97.22
Employer Retirement Exp - Cust Serv	2,243.07	15,749.69	15,747.00	2.69	100.02
Employer Retirement Exp. - Admin	5,801.49	39,874.41	39,293.00	581.41	101.48
CalPERS Prefunding	0.00	160,914.00	160,914.00	0.00	100.00
Worker's Comp - Rec	458.87	3,842.99	3,993.00	(150.01)	96.24
Worker's Comp - Aquatics	8.36	4,242.11	4,207.00	35.11	100.84
Worker's Comp - Youth Services	1,154.82	11,250.34	12,719.00	(1,468.66)	88.45
Worker's Comp - Fac & Grds	11,060.09	80,922.33	88,150.00	(7,227.67)	91.80
Worker's Comp - Cust Serv	113.47	877.34	915.00	(37.66)	95.88
Worker's Comp - Admin	602.19	4,553.61	4,865.00	(311.39)	93.60
<b>Total Benefits and Payroll Costs</b>	<b>107,520.26</b>	<b>1,018,801.24</b>	<b>1,061,894.00</b>	<b>(43,092.76)</b>	<b>95.94</b>
<b>Fixed Asset Expense</b>					
Fixed Asset Purchases - Aquatics	0.00	35,433.28	36,000.00	(566.72)	98.43
Fixed Asset Purchases - Fac & Grds	1,628.00	82,328.00	80,700.00	1,628.00	102.02
<b>Total Fixed Asset Expense</b>	<b>1,628.00</b>	<b>117,761.28</b>	<b>116,700.00</b>	<b>1,061.28</b>	<b>100.91</b>
<b>Capital Improvement Projects</b>					
Fire Loss	0.00	1,946.42	8,300.00	(6,353.58)	23.45
Rec - Emer Gym Roof	294.94	19,487.94	13,010.00	6,477.94	149.79
RH - Parking Lot & Curb Repairs	0.00	157,022.05	157,022.00	0.05	100.00
Parking Bumpers at Solar Structures	0.00	6,960.00	10,000.00	(3,040.00)	69.60
Ashford- Levee Repairs/Paving	0.00	4,820.00	5,000.00	(180.00)	96.40
Marriott Meadows- Const Doc & Related Woi	4.26	124,004.17	115,540.00	8,464.17	107.33
OP - Siding on Mod - Fire	0.00	7,500.00	7,500.00	0.00	100.00
MV - Baseball Field Scoreboard/Dugout	0.00	25,755.48	25,800.00	(44.52)	99.83
REG - Dry Creek Playground & Path of Trav	0.00	103,714.37	115,000.00	(11,285.63)	90.19

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Rec - Beggs Staircase	1,127.68	1,127.68	1,000.00	127.68	112.77
REG - Drinking Fountain Installation	0.00	20,505.51	20,400.00	105.51	100.52
<b>Total Capital Improvement Projects</b>	<b>1,426.88</b>	<b>472,843.62</b>	<b>478,572.00</b>	<b>(5,728.38)</b>	<b>98.80</b>
 Debt Service					
Recreation Park Lease	2,407.06	2,407.06	2,382.00	25.06	101.05
Principal Lease Payment- Sterling Bank	0.00	127,000.00	127,000.00	0.00	100.00
Webster Lease Interest Expense	0.00	26,616.60	26,617.00	(0.40)	100.00
 Total Debt Service	<b>2,407.06</b>	<b>156,023.66</b>	<b>155,999.00</b>	<b>24.66</b>	<b>100.02</b>
 OTHER EXPENSING SOURCES					
Transfers Out - General Fund	0.00	575,000.00	575,000.00	0.00	100.00
Transfers Out - Equipment Reserve	0.00	80,000.00	80,000.00	0.00	100.00
Transfers Out - Future Capital Construction	38,531.00	58,931.00	67,900.00	(8,969.00)	86.79
Transfers Out - Contingency Fund	0.00	70,000.00	0.00	70,000.00	0.00
 <b>TOTAL OTHER EXPENSING SOURCES</b>	<b>38,531.00</b>	<b>783,931.00</b>	<b>722,900.00</b>	<b>61,031.00</b>	<b>108.44</b>
 Total Expenditures	<b>\$551,915.60</b>	<b>\$5,684,452.97</b>	<b>\$5,849,377.00</b>	<b>(\$164,924.03)</b>	<b>97.18%</b>
Net Revenue Over Expenditures	<b>(\$427,995.35)</b>	<b>\$1,154,937.27</b>	<b>\$913,052.00</b>	<b>\$241,885.27</b>	<b>126.49%</b>
 <b>NET REVENUE OVER EXPENSES</b>	<b>\$427,995.35</b>	<b>(\$1,154,937.27)</b>	<b>(\$913,052.00)</b>	<b>(\$241,885.27)</b>	<b>126.49%</b>

## **5.4 Cover sheet – Resolution #2026-02; Preparation of Atwood III Engineer’s Report for FY 2026/2027**

**Auburn Area Recreation and Park District Acquisition and Development Meeting  
February, 2026; Board of Directors meeting, February 26, 2026**

### **The Issue**

Shall the Auburn Area Recreation and Park District (District) adopt Resolution #2026-02, directing SCI Consulting Group to prepare the Engineer’s Report for Fiscal Year 2026-27 for the proposed continuation of the assessments which provide important revenues to fund park and recreation improvements and services for the “Atwood Ranch III Landscaping and Lighting Assessment District”?

### **Background**

In the fall and winter of 2004, the District developed a proposed assessment for funding park improvements and other park and recreation maintenance services within the Atwood Ranch III subdivision. This proposed assessment, the “Atwood Ranch III Landscaping and Lighting Assessment District,” was approved by property owners in an assessment ballot proceeding conducted during November through December of 2004. In December 2004, the balloting period was closed, and since a weighted majority of ballots returned were in support of the proposed assessment, the Board approved and levied the assessments.

The assessments can continue to be levied annually and can be increased by the change in the San Francisco Bay Area Consumer Price Index, not to exceed 5% per year. Since 2005-06, the assessments have been levied annually and are providing important revenues needed to fund the park and recreation improvements and services.

In order to continue to levy the assessments, the Council will need to approve Resolution No 2026-02 directing SCI Consulting Group, the assessment engineer, to prepare the Engineer’s Report for fiscal year 2026-27. This Engineer’s Report will include the proposed budget for the continued assessments for fiscal year 2026-27, the updated proposed continued assessments for each parcel in the District, and the proposed continued assessments for fiscal year 2026-27 per single family equivalent benefit unit.

### **Recommendation for the Board of Directors**

The A&D Committee sent a positive recommendation to the ARD Board of Directors to approve and adopt Resolution #2026-02, directing SCI Consulting Group to prepare the Engineer’s Report for fiscal year 2026/27 for the proposed continuation of the Atwood Ranch III assessments, which provide important revenues to fund park and recreation improvements and services. The A&D Committee also recommended to place this item on the Consent Calendar.

**Fiscal Impact**

The fee for completion of the 2026/2027 Engineer's Report by SCI is approximately \$2,000. The cost for these fees is part of the annual assessment.

**Attachments**

Resolution #2026 -02

**RESOLUTION NO. 2026-02**

**A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT  
FOR FISCAL YEAR 2026-27**

**FOR THE CONTINUATION OF THE  
ATWOOD RANCH III LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT**

**OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT**

**RESOLVED**, by the Governing Board (the "Board") of the Auburn Area Recreation and Park District (the "District"), County of Placer, State of California, that

1. On January 27<sup>th</sup>, 2005, by its Resolution No. 2005-01, this Board ordered the formation of and levied the first assessment within the Auburn Area Recreation and Park District, Atwood Ranch III District (the "Assessment District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the Assessment District is for the installation, maintenance, and servicing of improvements, as described in Section 3 below.

3. Within the Assessment District, the existing and proposed improvements to be undertaken by the Assessment District are generally described as the installation, maintenance, and servicing of public facilities, including but not limited to playground equipment, irrigation and sprinkler systems, landscaping, turf, park grounds, park facilities, landscape corridors, trails, ponds, wetlands preserve areas, fencing, piers, signage, benches, tables, and all necessary appurtenances, and labor, materials, supplies, utilities, and equipment, as applicable, for property owned or maintained by the Auburn Area Recreation and Park District. Installation means the construction of recreational improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, playground equipment, recreational facilities, and trails. Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health, and beauty of landscaping; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti, and monitoring of wetlands preserve areas. Servicing means furnishing electric current or

energy for the operation or lighting of any improvements, as well as water for irrigation of any landscaping or the maintenance of any other improvements.

4. SCI Consulting Group is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIIIID of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Governing Board for submission to the Board.

PASSED AND ADOPTED this 26<sup>th</sup> day of February, 2026 by the following vote, to wit:

AYES :

NOES:

ABSENT:

ABSTAIN:

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MICHAEL G. LYNCH  
CHAIRMAN TO THE BOARD OF DIRECTORS

ATTEST:

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CATHY WARFORD  
SECRETARY TO THE BOARD OF DIRECTORS

## **5.5 Cover Sheet: Resolution #2026-03: Transfer of Future Capital Construction Reserves of \$137,022 and ADA Reserves of \$20,000 to the General Fund**

**Auburn Area Recreation and Park District Board of Directors meeting, February 2026; Board of Directors' meeting, February 2026.**

### **The Issue:**

Should the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2026-03, authorizing the transfer of **\$137,022** from the Future Capital Construction Reserves and the transfer of **\$20,000** from the ADA Reserves to reimburse the General Fund for the Railhead Parking Lot repair/reseal and curb repairs?

### **Background:**

On Mar 27, 2025, the Board of Directors approved the 2025-2026 Project List which included The Railhead Parking lot repair/reseal and curb repairs for the amount of \$155,000. This project was approved for funding from the Future Capital Construction for \$135,000 and the ADA Reserves for \$20,000.

On April 24, 2025 the Board approved the contract with Simpson and Simpson, Inc. for \$150,358 with a contingency of \$7,517.90 for a total possible cost of \$157,875.90 to complete the Railhead Parking Lot Project.

The Project has been completed to the District's satisfaction. The total cost including Bond Copies came to \$157,022.

### **Recommendation:**

The Finance Committee sends this to the Consent Calendar with a positive recommendation to the Board of Directors to adopt Resolution #2026-3. This resolution will approve the transfer of \$137,022 from the Future Capital Construction Reserves and \$20,000 from the ADA reserve to be transferred to the General Fund, as it is an appropriate use of the reserves.

### **Attachment:**

Resolution Number 2026-03

RESOLUTION NUMBER 2026-3

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT AUTHORIZING THE TRANSFER OF FUTURE CAPITAL CONSTRUCTION RESERVES AND ADA RESERVES TO THE GENERAL FUND.

WHEREAS, the Auburn Area Recreation and Park District (“District”) Board approved the Project List for 2025-2026 in March of 2025; and

WHEREAS, the Railhead Parking Lot repair/reseal and Curb Repair Project was approved for \$155,000, to be funded by County Mitigation and ADA Reserves; and

WHEREAS, the Auburn Area Recreation and Park District Board approved the contract for Simpson and Simpson, Inc. to complete the Railhead Parking lot Project for up to \$157,875.90 in April, 2025; and

WHEREAS, the Railhead Parking Lot has been completed all costs have been paid from the General Fund; and

THEREFORE, BE IT RESOLVED that the Governing Board of Directors of the Auburn Area Recreation and Park District hereby authorizes the transfer of **\$137,022** from the Future Capital Construction Reserve and \$20,000 from the ADA Reserve to the General Fund as a reimbursement for the completed capital project expenditures.

APPROVED, PASSED, AND ADOPTED ON February 26, 2026, by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

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Michael G. Lynch  
Chairperson of the Governing Board

ATTEST:

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Cathy Warford  
Clerk to the Governing Board

**SECTION: 6.0**

**BOARD AND VANDALISM REPORTS**

**INFORMATION:**

**SEE ATTACHMENTS**

**Kahl Muscott**  
**District Administrator**  
**Report to the Board of Directors**  
**February, 2026**

- Staffing: we are currently at full staffing in the F&G Dept.
- Sometime on 2/11, a vandal got through an opening in the Railhead A fence (the soccer field closest to Overlook Park) and did doughnuts. Thankfully the damage was relatively minor. Staff feel that with the rains that followed that most of the damaged areas will even themselves out and that eventually the Bermuda grass will grow back in to those spots. APD was notified and a report was taken.
- PnP construction completed the punch list items for the Rec gym. This included fixing the broken light, repairing some damage trim (high in the ceiling) and replacing the water-damaged carpet in front of the gym doors.
- The District survived the recent rains/snow relatively unscathed.
- Ashford sinkhole: Mike is going to be meeting with Mengil Deane, the Public Works Director with the City of Auburn to get his advice (and possibly some camera help) for the best way to approach repairing the damaged pipe. It has been determined, upon further review, that the section that blew out this year is the same section that blew out 8 years ago. We are not entirely sure how that happened, and won't know until we can get a better look. Getting a better look will most likely entail lowering the pond so that the water doesn't back up into the pipe. This project has been turned into insurance as (unfortunately), it looks like it will exceed our \$10k deductible.
- I met with a representative from a company interested in the Mt. Vernon property for Veteran housing. The City of Auburn put him in touch with me. They are going to continue their due diligence on the property and get back in touch if they want to consider looking at it.
- Jesse and I met with Nick Willick to present and start the ball rolling on making Regional Park the Rotarians at Work Day, 2026 recipient. Some of the projects will include improvements to Ridge Runners ("C") field, painting the lower restrooms and replacing the rotting wood on the tennis court ball wall. Other work will also happen around the park. The date for this year's Rotarians at Work day is May 9<sup>th</sup>.

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

2/3:	Rotary
2/5:	Jeff Darlington, Placer Land Trust
2/10:	Jeremy Burch re: upcoming COLA calculation
2/10:	Rotary
2/11:	David Ramil re: Mt. Vernon property
2/11:	Project List/CIP meeting
2/12:	Gold Country Chapter CSDA meeting
2/13:	Rotarians at Work Day project site walk
2/17:	Rotary
2/18:	A&D Committee
2/18:	Finance Committee
2/18:	Policy Committee
2/19:	Placer County Hazard Mitigation Plan review meeting
2/23:	Rec/Aquatics budget meeting
2/24:	Rotary
2/25:	F&G budget meeting

**Veona Galbraith**  
**Administrative Services Manager**  
**Report to the Board of Directors**  
**January, 2026**

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**Executive Summary**

For the year 2025-2026, the Financials reflect the Mid-Year budget for 2025-2026. This report outlines key areas where actual financials deviated by **\$10,000** or more from the budget, both over and under budget.

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**Revenue Overview:**

- **Total Revenue:** \$6,839,390 YTD
- **Budgeted Revenue:** \$6,762,429 YTD
- **Variance:** **+\$76,961**

**Significant Variances:**

**1. Program Revenue**

- **Actual:** \$1,512,190
- **Budgeted:** \$1,488,603
- **Variance:** **+\$23,587**
- **Explanation:** Youth Basketball has brought in \$12,583 over budget estimates. Event sponsorships came in at \$5,955, higher than expected.

**2. Miscellaneous Revenue**

- **Actual:** \$69,905
- **Budgeted:** \$53,100
- **Variance:** **+\$16,805**
- **Explanation:** Facilities and Grounds ' misc income included wages that were expensed for the roof loss at Rec Gym, which the insurance company reimbursed.

**3. Grants and Donations**

- **Actual:** \$74,690
- **Budgeted:** \$43,329
- **Variance:** **+\$31,361**
- **Explanation:** Youth Services have been receiving Grants that were not expected, YTD \$31,816.

**Expense Overview:**

- **Total Expenses:** \$5,684,513 YTD
- **Budgeted Expenses:** \$5,849,377 YTD
- **Variance:** **-\$164,864**

**Significant Variances:**

- **Variance:** **-\$17,960**

- **Explanation:** Youth Basketball is down by \$6,958, but it is anticipated that will balance out next month with the gym rental fees.

## 2. Operations & Supplies

- **Actual:** \$484,197
- **Budgeted:** \$501,480
- Variance: **-\$17,283**
- **Explanation:** Small Tools expense is under by \$5,858 and Safety Supplies expense is under by \$4,731. It is anticipated these expenses will even out over time.

## 3. Utilities

- **Actual:** \$206,371
- **Budgeted:** \$239,773
- Variance: **-\$33,402**
- **Explanation:** The largest two anomalies are Gas/Electric at CVCC running \$5,519 under budget and Gas/Electric at Sierra Pool running under \$19,724. I believe these line items will be true savings for the District. Staff's estimates were originally too high.

## 4. Bldg & Grounds Maintenance

- **Actual:** \$477,763
- **Budgeted:** \$487,953
- Variance: **-\$10,190**
- **Explanation:** Savings can currently be seen in Pool Maintenance (\$9,488). Maintenance and Repairs - Equipment is currently over budget by \$15,356 due to repairs that were necessary. This line item will continue to run over budget as the District has seen continued needs in at least February as well. Staff is making an effort to absorb the costs within savings in other line items.

## 5. Salaries Expense

- **Actual:** \$2,348,949
- **Budgeted:** \$2,389,386
- Variance: **-\$40,437**
- **Explanation:** Salary expenses are under budget in Facilities and Grounds and Youth Services , with the closure of the Preschool.

## 6. Benefits & Payroll Costs

- **Actual:** \$1,018,801
- **Budgeted:** \$1,061,894
- Variance: **-\$43,093**
- **Explanation:** Salaries Expense savings will be directly related to savings in this area as well.

## Summary and Recommendations

- No recommendations at this time.

### *Veona's Appointments to Note for January:*

- 4 Oracle NetSuite meetings (2 each 1-hour, 2 each 2-hour meetings)

- 7 UKG Payroll meetings
- Meeting with Patrick Sutton, attorney for CAPRI

**Mike Scheele**

**Landscape Architect/Project Manager**

**Report to the Board of Directors**

**February, 2026**

**RECREATION PARK**

- **Gym Roof Failure:** The gym was opened up back to the public on Monday, December 1st. Due to carpet supply and scheduling factors the final punch list work in the gym wasn't able to be scheduled until 2/11-12. This punchlist work has now been completed and staff is working with the contractor and insurers on final payments and other close-out procedures.
- **North Playground:** Play structure needs to be replaced and is planned as a Lower Grades (2-5 year old) design. Public voting and turnkey "vendor install" process will be used again. Project has been pushed out to next fiscal year.
- **North Playground Path of Travel:** Concrete walkway ADA path of travel has been re-designed to come off the NE corner of the gym by the splash pad instead of across the lawn. A separate, shorter non-ADA concrete path will be constructed to come off of the main asphalt path for parents with strollers. Staff is in process of finalizing the drawings for this work and will be obtaining budget pricing from a contractor prior to being officially put out to bid. Project has been pushed out to next fiscal year.
- **Beggs Field Scoreboard Replacement:** Staff has initiated the permit for this work through the City of Auburn and obtained the required structurally engineered post and footing designs. Staff is awaiting sponsor logos from Little League in order to place the order for the scoreboard. ARD is putting \$7500 towards this project with the rest of the funding being handled by Auburn Little League.
- **Beggs Field Score Tower Staircase Replacement:** Bid opening was Thursday, 2/12 and the low bid came in from Pridex Construction Group Inc. out of Folsom. Six bids were received with low being \$49K. Recommendation of Award was brought to the A&D meeting on 2/18 where it received a recommendation to award and item is anticipated to be formally awarded at the 2/26 board meeting. Work is planned to occur in late March and into April weather permitting.

**MEADOW VISTA & PLACER HILLS PARKS**

- **Meadow Vista Park Ballfield:** SFLL's contractors have just installed the two concrete pads for the sheds/snack shacks. Shed placement and dugout bench installation are the only items of work remaining.

**ASHFORD PARK**

- **Spillway Repairs & Asphalt Pave to Garage:** Safety issue of the tripping hazard at the spillway surface has been repaired and staff is working on a new concrete spillway design that will also incorporate a stem wall below to prevent the pond from undermining the pavement (as it currently is doing). New asphalt paving work from spillway to the garage will be pushed out to next fiscal year for spring work when weather conditions are favorable.

- **Pond Culvert Blowout/Sinkhole:** ARD hired a contractor to excavate/open up the sinkhole, set in shoring bracing and fence off for safety. It was hoped that the excavation would expose the upstream portion of the culvert but it was so deep, the hole is flooded with water, equal to the pond height. This is preventing inspection of the pipe condition. It was hoped that with the pipe exposed, a pipe video camera could be sent up from the bottom instead of down from the top. Searching for a company or agency that can send a camera into this type and size of pipe has been difficult but staff has apparently found one. Staff is now re-looking at removing some fencing and blackberry bushes up at the top inlet so the company can send in camera at that location vs experimenting with lowering the pond level during the rainy season. An insurance claim has been opened for this unexpected project.

## **OVERLOOK PARK**

### **REGIONAL PARK & MARRIOTT MEADOWS SITE**

- **Marriott Meadows Park Site Project:** The first round of drawing comments from Placer County have been received and they are much more extensive than anticipated. Staff is coordinating with the design consultant and will be setting up a meeting with the county to see if some of the comments/revisions/requested studies can be waived to avoid potentially significant extra cost and delay.
- **Dry Creek Picnic Area Playground Replacement Project:** Project was completed and opened back up to the public the day before Thanksgiving. This is a lower-grades play structure designed for 2-5 year olds but older kids can of course use it as well.
- **Pickle Ball and Tennis Court Crack Repair/surfacing Project:** Courts will be monitored this winter for water damage and a long French drain project partially surrounding the courts has been added to the project list. When installed, it is hoped that this drainage system will remedy the suspected water intrusion under the paved surfaces.

## **CANYON VIEW COMMUNITY CENTER (CVCC)**

- **Bike Park:** Staff is working with ATA and the Bike Park advocacy group to hire Randy Spangler again to make earthen improvements to the pump track. Seeking and purchasing additional soil is planned as the PG&E no-cost soil via their Spoils Program is apparently not currently available. Staff obtained soil samples from three landscape materials companies and have turned them over to Spangler for suitability analysis.

## **RAILHEAD PARK**

- **New Irrigation Pump & Filter:** New pump was installed/project completed at the end of April. Staff is monitoring the new radio control equipment that was installed to ensure that it is working properly as the previously installed antennas were not communicating properly. Staff will be getting quotes to enclose the new pump station with a chain link fence/gate to protect the new antenna.

## **WINCHESTER/SUGAR PINE RIDGE PARK**

### **MISCELLANEOUS ITEMS**

- Continued coordination with Meadow Vista Park Partners (MVPP) regarding their next project-replacing the existing parking lot/entry fence. Preliminary discussions with MVPP and the Pickleball Club regarding lights at the MV Pickleball courts. Inspections of the annual fall planting replacements

at Atwood and Railhead Parks. Coordination of installation of new bike racks at Overlook Park. Updates of monthly Board reports and Project Activity Reports etc.

**Jesse Williams**  
**Facilities & Grounds Manager**  
**Report to the Board of Directors**  
**January, 2026**

**Railhead Park, Recreation Park, Regional Park:**

- Sierra Pacific Turf Supply performed soil tests for the turf at Railhead Field A and B, Recreation Field, Beggs Field, James Field, Bill Bean Field, Regional B Field and Ridge Runners Field.

**Meadow Vista Park:**

- Serviced the Groundsmaster 4000 Series Rough Mower.

**Canyon View Community Center:**

- Continued installing ventilated shelving for storage.

**Recreation Park:**

- Serviced the #19, #29 and #30 trucks.
- Serviced two of the John Deere TX 4x2 Traditional Utility Vehicles.
- Serviced the 2020 John Deere 1570 Front Mower.
- Serviced one of the Great Northern Trailer Work's 14K Low Pros.
- Serviced the Kubota RTV-X900 Utility Vehicle.
- Serviced the Gearmore PTB560 Seeder/Spreader.
- Serviced the cameras.
- Continued installing a wide variety of tough and dependable tool storage in the Grounds Office garages.
- Steffen's HVAC Services repaired the heater unit for the community center gymnasium.
- Folsom Lock and Security repaired several doors in the community center.

**Regional Park:**

- Serviced the #08 truck.
- Continued repairing the Facilities and Grounds shed #1.
- Folsom Lock and Security repaired several doors in the community center.

**Other:**

The transition to battery has reduced fuel handling, noise pollution and maintenance hours while improving operator comfort. However, despite the long-term outlook that battery equipment features quieter operations, lowers emissions, and reduces overall maintenance costs, economic realities continue to impact our shift to using more electric machines.

- Inflation has raised the cost of equipment across the board thus making our evolution to more sustainable and innovative technologies harder. However, with an emphasis on total cost of

ownership rather than upfront price and a strong focus on purchasing high-quality products that last longer, these capital purchases will ultimately save the District money because of their long-term reliability.

- Infrastructure is still one of the greatest obstacles for electrification. Many of our facilities do not yet have the electrical capacity to charge the magnitude of units/batteries overnight forcing us toward a hybrid model of operations that combines gas and electrification.

Despite these realities, we are still dedicated to having the right piece of equipment that is the most efficient for the task. No longer are the days of us buying one-size-fits-all solutions but instead we focus on purchasing mowers and systems that are purpose-built for the work we are doing as we look beyond short-term fixes toward long-term resilience.

**Mark Brunner**  
**Recreation Services Manager**  
**Report to the Board of Directors**  
**February, 2026**

- Winter Adult Basketball League will start on February 26. There are 9 teams registered for the league.
- Spring Men's and Coed Adult Softball is full with 9 teams registered for both leagues. Season will begin on March 19.
- YDL season is almost over. The final games will be played on March 7.
- Some of our YDL teams will be playing at the Golden One Center for a special on the court experience on March 11. Teams had the opportunity to sign up for this experience back in November.
- The Summer Recreation Guide will be mailed out to the public on April 3. All of our instructors have turned in their camp and class information on time.
- For the Summer Guide, we have partnered with a new business in town called Arty Marty Studios. Arty Marty will be offering creative hands-on art classes for youth this summer through ARD.
- Water Aerobic classes will be starting in April. These spring classes will be held on Mondays and Wednesdays from 2:30-3:30 pm.
- Placer High School and Colfax High School have started their swim seasons at the Sierra Pool. Placer High School will host their first home meet of the season on February 27.
- Live Oak Waldorf will be sponsoring the Harvest Festival and the Floating Egg Hunt.
- Brower Mechanical will be a Platinum Sponsor for our 2026 Special Event season.
- Marina Milstein Orthodontics will be a Platinum Sponsor for our 2026 Special Event season.
- For the Floating Egg Hunt, our six table vendors will be Auburn Gymnastics, IFC, Auburn Kiwanis, Turns and Tumble Ballet, Live Oak Waldorf, and Marina Milstein Orthodontics. This event will be held on April 4 at the Sierra Pool.
- Roller Skating Night will be on March 27 at the Regional Gym. This event is a fundraiser for the Youth Services Discovery programs. To help with the event, we have once again partnered with the Auburn Outlaws, A-Town Alliance, Beats By Lyrics Leaders, and Crush Skate rentals.
- Non-Food Vendor forms for Party In The Park, Food Truck Fiesta, Ain't Necessarily Dead Fest, and the Harvest Festival will be available on April 1.

**Kasey Casl**  
**Youth Services Manager**  
**Report to the Board of Directors**  
**February, 2026**

**Noteworthy this month:**

- February 5th was the first Youth Services Director meeting of the new year. This included looking ahead and initial planning for Summer Day Camp 2026.
- Monday, February 9th - Newcastle Elementary was closed - We held a one-day camp to accommodate.
- February 10 - Directors or Leaders nominated in their stead; attended a YTRS Summer Swap training to swap ideas and logistics for summer camp planning.
- Program closure on February 16 for the holiday.
- February 13, and 17-20<sup>th</sup>, we held a February Break camp for AUSD students as schools were closed this week.
- We are now hiring for summer seasonal staff.

**Looking ahead:**

- February 26 - Director meeting
- Spring Break Day Camp March 27 – April 6
- March 12 - Director and Program Leader Planning Meeting
- April 1 - Priority Registration for Summer Day Camp
- April 8 - Open Registration for Summer Day Camp

**Manouch Shirvanioun**  
**Customer Service/Marketing Manager**  
**Report to the Board of Directors**  
**February, 2026**

- Sierra Foothills Little League submitted a partial schedule. Waiting for the full season schedule
- Sacramento Men's Senior Baseball League submitted their season schedule
- A large running event; Fourmidable took place at Overlook Park in February. Two more running events are on the schedule in March
- Reviewed and approved Fee Waiver requests
- Leadership Executive Committee Meetings
- Attended Chamber Ambassador Ribbon Cutting visits
- Attended Chamber Networking Lunch

JAN VANDALISM REPORT		MATERIAL COSTS	LABOR COSTS
1/16/2026	Ashford Park - Shape Break-In Replacement	\$1,143.30	\$58.24
1/16/2026	Ashford Park - Garage Door Replacement	\$3,384.00	\$128.80
1/23/2026	Ashford Park - Drop Down Sign Replacement Parts	\$55.71	\$207.52
1/23/2026	Regional Park - Sign Repair Vandalism Field B & A	\$137.36	\$207.52
1/23/2026	Regional Park - B Field Eye Bolt for Lock Drop Sign	\$5.35	\$25.94
1/30/2026	Regional Park - Bolts, Nuts, Washers for Drop Signs	\$8.92	\$25.94
1/30/2026	Regional Park - 18" x 18" and (4) 12" x 18" Signs	\$195.20	\$25.94
	Total Labor for Dec	\$679.90	\$4,929.84
	Total Labor for Fiscal Year 2025-26	\$3,590.89	Total Material for Fiscal Year 2025-26 \$16,544.82
	Total Labor for Fiscal Year 2024-25	\$3,524.82	Total Material for Fiscal Year 2024-25 \$38,468.63

## **8.1 Cover sheet – Resolution #2026-04: ARD Recreation Park Beggs Field Staircase Replacement Project-Award of Contract**

**ARD Acquisition & Development Meeting February 18 and Board of Directors Meeting February 26, 2026**

### **The Issue**

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2026-04, a resolution awarding a contract for the Beggs Field Staircase Replacement Project to Pridex Construction Group Inc.?

### **Background**

The ARD Board of Directors approved the Beggs Field Staircase Replacement Project on the 2025/2026 Project List. Sixteen companies attended the mandatory pre-bid meeting held on 2-5-26. Bids were opened on 2-12-26 and six bids were received. Pridex Construction Group Inc. submitted the lowest bid in the amount of \$49,984.00.

### **Recommendation for the Board of Directors**

The Acquisition & Development Committee recommends that the Board of Directors authorize and approve Resolution #2026-04 awarding the low bid of \$49,984.00 to Pridex Construction Group Inc.

### **Fiscal Impact**

Fiscal impact of the approval of the contract with Pridex Construction Group Inc. is \$49,984.00 plus a 5% District controlled contingency of \$2,499.20 for a total of \$52,483.20.

### **Attachments**

Resolution #2026-04  
Copy of low bid received with Copy of bid results

RESOLUTION NUMBER 2026-04

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT AWARDING CONTRACT  
FOR THE ARD RECREATION PARK BEGGS FIELD STAIRCASE REPLACEMENT  
PROJECT

WHEREAS, the Auburn Area Recreation & Park District (ARD) Board of Directors authorized the Beggs Field Staircase Replacement Project on the 2025/2026 Project List and

WHEREAS, the Auburn Area Recreation & Park Districts cost estimate for the project was \$35,000.00 and

WHEREAS, the Auburn Area Recreation & Park District opened formal bids for the project on 2/12/2026 and the authorized low bid was received in the amount of \$49,984.00.

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

That the Auburn Area Recreation & Park District awards the ARD Beggs Field Staircase Replacement Project to Pridex Construction Group Inc. based on the lowest total bid sum of \$49,984.00.

The District Administrator is authorized to enter a contract for the ARD Beggs Field Staircase Replacement Project with Pridex Construction Group Inc. for the total bid of \$49,984.00 and approves a 5% District controlled contingency of \$2,499.20 for a total of \$52,483.20.

APPROVED, PASSED, AND ADOPTED ON FEBRUARY 26, 2026 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

---

Michael G. Lynch  
Chairman of the Board of Directors

ATTEST:

---

Cathy Warford  
Clerk to the Governing Board

PHASE I CONSTRUCTION GROUP  
INC.

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**

**PROPOSAL**

*Lot 1  
BID*

For the construction of the

**BEGGS FIELD STAIRCASE REPLACEMENT PROJECT**

To the Auburn Area Recreation and Park District:

The undersigned declares that they have examined the locations of the proposed work, that they have examined the specifications, and all the contract documents, and hereby proposes to furnish all materials, labor, equipment, and perform all the work in strict accordance with said specifications, and contract documents in consideration of the attached Bid Schedule.

The undersigned further agrees that, upon written acceptance of this bid, they will within **Fifteen (15) Calendar** days of receipt of such notice execute a formal contract agreement with the District, with necessary bonds and certificate and standard form endorsement of insurance. They also agree that, in the case of default in executing the contract, the proceeds of the check or bond accompanying his bid shall become the property of the District. The Contractor acknowledges this is a prevailing wage job subject to California Labor Code 1770 – 1780.

The undersigned agrees that, if awarded the contract, they will commence the work upon written Notice to Proceed. The Work to be performed shall be completed before the expiration of **15 Working days** after the contractor's receipt of the staircase system delivery. Staircase delivery lead time is currently approximately 4-6 weeks after order date.

Bids shall be submitted for the entire work.

The Auburn Park and Recreation District will award the contract, if at all, to the lowest responsible bidder with the lowest Base Bid OR lowest Grand Total (per the sole discretion of the District) as may be shown on the Bid Schedule.

The bidder shall set forth a total for each item, and for each lump sum work a total for the item, all in clearly legible Arabic figures on the attached Bid Schedule in the respective spaces provided for this purpose.

The award of the contract, if it is awarded, will be to the lowest responsible responsive bidder whose bid complies with the requirements set forth herein. The determination of the lowest bid will be evaluated based upon each bidder's Grand Total amount, which is the total sum of the project.

Quantities, if shown on the Bid Schedule are approximate only, being given as a basis for the comparison of bids, and the District does not expressly or by implication agree that the actual amounts of work will correspond therewith and reserves the right to increase or decrease the

## **BEGGS FIELD STAIRCASE REPLACEMENT PROJECT**

## BID SCHEDULE

Quantities, if shown on the Bid Schedule are approximate only, being given as a basis for the comparison of bids, and the district does not expressly or by implication agree that the actual amounts of work will correspond therewith and reserves the right to increase or decrease the amount of any portion of the work or to omit portions of the work as may be deemed necessary or advisable. Additions to or subtractions from any quantities shown in the Bid Schedule will be compensated for in the manner specified relating to changes in the work.

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**

**DESIGNATION OF SUBCONTRACTORS**

The following list of subcontractors is submitted with the proposal and made a part thereof.

If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, they shall be deemed to have agreed to perform such portion of work themselves and shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work for which no subcontractor was designated in the original bids shall only be permitted in cases of public emergency or necessity, and then only after receiving written approval from the District.

The name and location of the shop or office of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the project and that portion of the work to be performed by the subcontractor is as follows:

1. NAME: NONE  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
2. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
3. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
4. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**

**NONCOLLUSION AFFIDAVIT TO ACCOMPANY PROPOSAL**

Valerii Kalinichenko, being first duly sworn, deposes and says that he or she is CEO of Pridex Construction Group, Inc., the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

02/11/2026  
Date

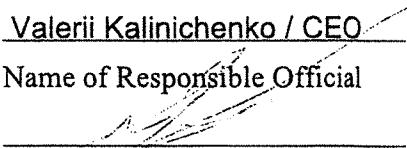
Pridex Construction Group, Inc.  
Name of Company  
1550 Iron Point Rd #1021,

Folsom, CA 95630  
Business Address

Contractor's License:

916.956.8106  
Phone Number

- a. Class: A & B
- b. Number: 1107029
- c. Expiration Date: 11/30/27

Valerii Kalinichenko / CEO  
Name of Responsible Official  
  
Signature of Responsible Official

AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA

**BIDDER'S BOND TO ACCOMPANY PROPOSAL**

KNOW ALL MEN BY THESE PRESENTS,

That we, PRIDEX CONSTRUCTION GROUP INC dba PCG ENGINEERING, as Principal, and PHILADELPHIA INDEMNITY INSURANCE COMPANY, a corporation authorized to transact a general surety business in the State of California, as Surety, are held and firmly bound unto AUBURN AREA RECREATION AND PARK DISTRICT (hereinafter called the Obligee) in the full and just sum of (10% of bid amount)  
TEN PERCENT OF BID AMOUNT dollars, (\$ 10%) for the payment whereof in lawful money of the United States, we bind ourselves, our heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said PRINCIPAL has submitted the accompanying bid for:

BEGGS FIELD STAIRCASE REPLACEMENT PROJECT

NOW, THEREFORE, if the said contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the contract in writing, and give bond, with surety acceptable to the Obligee for the faithful performance of the said contract, then this obligation shall be void; otherwise to remain in full force and effect.

FEBRUARY

Signed and Sealed this 10TH day of 2026

Date

Month

Year

PRIDEX CONSTRUCTION GROUP INC  
dba PCG ENGINEERING

X  
Principal

PHILADELPHIA INDEMNITY  
INSURANCE COMPANY

X  
Attorney-in-Fact JUSTIN L. KELLEY

PHILADELPHIA INDEMNITY INSURANCE COMPANY  
One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Justin L. Kelley of White Lion Bonding & Insurance Services, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER  
RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5TH DAY OF OCTOBER 2024.

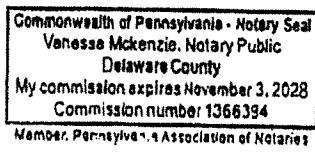
(Seal)



John Giombi, President & CEO  
Philadelphia Indemnity Insurance Company

On this 5<sup>th</sup> day of October, 2024 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

Notary Public:



residing at:

Linwood, PA

My commission expires:

November 3, 2028

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5<sup>th</sup> day October 2024 are true and correct and are still in full force and effect. I do further certify that John Giombi, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 10<sup>th</sup> day of February 2026.



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of ORANGE

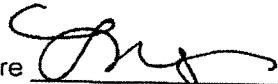
On February 10, 2026 before me, LINDSEY WOLLER, NOTARY PUBLIC  
(insert name and title of the officer)

personally appeared JUSTIN L KELLEY

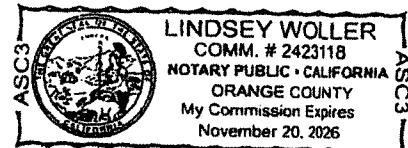
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature 

(Seal)



## PROJECT TITLE: BEGGS FIELD STAIRCASE REPLACEMENT PROJECT

BID OPENING DATE/TIME: 2/12/26 3:00 PM

LOCATION: ARD DISTRICT OFFICE BOARD ROOM, 471 MAIDU DR. AUBURN CA 95603

BIDDING COMPANY NAME:	Pridai Contract.	Xella Engineers	Panic Constr, Inc.	RBH Constr. Inc.	B & M Builders.
BID BOND ATTACHED (10% of BID)	Yes	Yes	Yes	Yes	Yes
RECEIVED ADDENDA?:	N/A				
BID SIGNED?:	Yes	Yes	Yes	Yes	Yes
BASE BID TOTAL:	\$49,984.00	\$55,960.00	\$71,000.00	\$50,708	\$56,800
ALT. #1	N/A				
ALT #2:	N/A				
TOTAL WITH ALTS:	N/A				

PROJECT TITLE: BEGGS FIELD STAIRCASE REPLACEMENT PROJECT  
BID OPENING DATE/TIME: 2/12/26 3:00 PM  
LOCATION: ARD DISTRICT OFFICE BOARD ROOM, 471 MAIDU DR. AUBURN CA 95603

BIDDING COMPANY NAME:	Grechinski Contract: One						
BID BOND ATTACHED (10% of BID)	Yes						
RECEIVED ADDENDA?	N/A						
BID SIGNED?	Yes						
BASE BID TOTAL:	\$53,258.37						
ALT. #1	N/A						
ALT #2:	N/A						
TOTAL WITH ALTS:	N/A						

## **8.2 Cover sheet – Amendments to the Administrative Services Manager Job Description**

**Auburn Area Recreation and Park District Policy Committee meeting January, 2026;  
Board of Directors meeting January, 2026; Policy Committee meeting, February, 2026;  
Board of Directors meeting, February, 2026**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Administrative Services Manager position?

### **Background**

ARD staff would like to make some modifications to the existing Administrative Services Manager job description. These modifications will allow for a more up-to-date description of the duties for that position.

Staff has reviewed the job description and made a few suggested changes, including changes suggested at the January, 2026 Board Meeting.

### **Recommendation for the Board of Directors**

Staff recommends approving the Administrative Services Manager job description as amended and attached.

Director Holbrook recommends approving the Administrative Services Manager job description as amended and attached.

Director Ainsleigh recommends adding the following amendments (**red font**):

#### **EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES:**

Education: Degree from an accredited four-year college or university with a degree in accounting, business administration, public administration or a closely related field.

Experience: Minimum of **two five** years increasingly responsible administrative and fiscal experience, including the maintenance of accounting and fiscal records, preferably with a public agency.

**Or any combination of education and administrative and fiscal experience to meet qualification.**

Must have taken, or be taking, 8 semester credit or 12 quarterly credit classes in personnel management at an accredited college or university, or comparable professional education program.

#### **WORK ENVIRONMENT:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents, inspecting projects and facilities and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to ~~25~~ 35 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including ~~wet~~ rain, wind, ~~hot~~ heat to 112°F and cold, traction-impaired wet and frosty surfaces to 20°F and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments. **Must be willing to wear appropriate eye and ear protection.**

Director Ainsleigh also requested that the following statement be added:

“I disagree with Kahl about the impracticality of requiring specific personnel educational requirements for the Administrative Services Manager. I believe the requirements I suggested are quite reasonable and doable for someone getting paid \$56/hour or substantially more, who will be acting occasionally as Deputy District Administrator, and have “general supervision of all personnel needed for the successful operation of the District”. I believe it is essential that this person “must have taken, or be taking (upon hiring) 8 semester credit or 12 quarter credit classes in personnel management at an accredited college or university, or comparable professional education program.” So I request that this suggestion I wrote be sent on to the Board. It is beyond obvious that someone who will be in general supervision of all personnel needs to have education in personnel management.”

#### **Fiscal Impact**

N/A

#### **Attachments**

Administrative Services Manager job description (proposed amendments highlighted)



## ADMINISTRATIVE SERVICES MANAGER

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Administrative Services Manager is responsible for the financial affairs of the District, including accounting, fiscal control, insurance, payroll and employee benefits, taxes, assists in the preparation of the District budget for Board presentation and related administrative activities. The Administrative Services Manager acts as the Deputy District Administrator in the absence of the District Administrator or as otherwise directed. The Manager performs statistical record-keeping assignments and serves as technical advisor to District management on general administrative, fiscal and personnel issues and related policies and procedures. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

### ESSENTIAL JOB FUNCTIONS:

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

- Manage the District finances within various funds, carrying out all revenue and expense transactions, adjusting entries, bank and county ARMS report reconciliations, and periodic internal and public reporting in compliance with applicable District policies, State and Federal laws
- Coordinate the annual preparation of the budget and budget reports, monitor expenditures to ensure adherence to budgeted amounts; conduct budgetary analysis; provide cash flow projections to provide guidance in budgetary planning
- Provide assistance and coordination of annual District fiscal audit
- Prepare financial, statistical and analytical studies and manuals, and present a variety of oral and written reports
- Assist with development and adherence of District Policies and Procedures, oversee and maintain leases, contracts and warranties
- Manage the Districts' fixed asset record-keeping and coordinate the preparation of a fixed asset report
- Attend committee and Board of Directors' meetings and provide technical information as necessary
- Supervise accounting and human resources, including recruiting, interviewing, hiring recommendations, training, assigning, planning, reviewing assignments, maintaining standards, conducting performance reviews and disciplinary proceedings, including recommending release from employment
- When acting in the role of Deputy District Administrator, has general supervision of all personnel needed for the successful operation of the District; advises, directs, supervises, and gives general direction to department managers, department staff and instructs supervisory staff in policies and procedures
- Review and approve department time on the time clock system; ensure that all entries are correct
- Review accounts payable and District payroll for accuracy and completion prior to execution of checks by District Administrator or designee
- Manage the District's insurance programs, including analyzing and renewing insurance benefits annually
- Manage District's retirement programs, including maintaining proper participation in CalPERS and processing final distribution requests for terminated Money Purchase Pension Plans retired or deceased CalPERS members and/or families
- Responsible for computer network system security and purchasing computer information system software and hardware upgrades and maintenance contracts. Liaison to employees and contracted computers consultants for troubleshooting computer and network related issues



- Prepare written grant applications and park dedication fees proposals to obtain project funding approval. Apply for funding reimbursement upon completion and acceptance of projects by Board of Directors and as required by grant or project policies
- Liaison to District counsel, District auditor and union representative as required. Represent District during union negotiations to provide technical information as necessary.
- **Conduct or assist with conducting employee investigations, providing reports and recommendations to the District Administrator.**
- Ensure completion of paperwork by all new departmental hires
- Serve as Custodian of Records regarding Department of Justice records
- Maintain a variety of confidential records and files
- Answers telephone and responds to questions from the public

#### **NON-ESSENTIAL JOB FUNCTIONS:**

- Participate in the Safety Committee and coordinate staff safety education
- Prepare and delivers departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to public agencies and parks and recreation specifically; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance based programs, **preferably on PC-based systems**; have knowledge of the following: theories, principals and practices common to the laws, rules and regulations governing the maintenance of accounting and fiscal records for a public agency; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

#### **EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES:**

Education: Degree from an accredited four-year college or university with a degree in accounting, business administration, public administration or a closely related field.

Experience: Minimum of **two five** years increasingly responsible administrative and fiscal experience, including the maintenance of accounting and fiscal records, preferably with a public agency.

**Or any combination of education and administrative and fiscal experience to meet qualification.**

#### **LICENSES AND CERTIFICATES:**

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

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

#### **WORK ENVIRONMENT:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents, inspecting projects and facilities and



operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, **wind**, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

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

**COMPENSATION:** **Full-Time, salaried** exempt non-union position.

Wage rate range

\$51.18 - \$65.02

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

## **8.3 Cover sheet – FIRST READING - Proposed ARD Ordinance #1**

### **Amendment: Restriction of e-bike use in parks**

**Auburn Area Recreation and Park District (ARD) Policy Committee meeting February, 2026; Board of Directors meeting, February, 2026**

#### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to ban certain types of e-bikes at parks and facilities?

#### **Background**

E-Bikes have taken off in popularity and are commonly seen at ARD parks and facilities. Recently, staff has received comments from concerned park users about e-bikes speeding and riding recklessly on ARD pathways. Staff has done some research into this issue and found that other agencies are dealing with the same problems. Some agencies have placed restrictions on which type of e-bikes can be used in parks.

Should the Board move forward with amending ARD Ordinance #1 regarding e-bike use, staff is also recommending adding language about e-bikes at the Auburn Bike Park. Proposed changes to ARD Ordinance #1 are attached.

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

#### **Recommendation for the Board of Directors**

The Policy Committee recommended forwarding the proposed amendments regarding bikes and e-bikes to ARD Ordinance #1 to the Board of Directors to complete a First Reading.

Director Ainsleigh requested that the following statement be added to this report:

“Regarding the speed limit on our walking pathways, it is clear that the most common walking pace on our pathways is 3 mph, and I believe that a bicycle speed limit should not be in excess of double the walking speed, which is why I favored 6 MPH speed limit. The 8 MPH speed limit that Kahl and Scott favored is almost 3 times the general walking speed. That is excessive, dangerous and irritating to walkers, many of whom are accompanying small children. I use the Meadow Vista walking path regularly, jogging at a pace of 5 mph, or walking at a race pace of 4 mph, or bicycling on the path at about 6 mph on my way to shopping in town, and am well aware of the risks and acceptability of bicycles on the bike path.”

Once a First Reading is complete, staff will publish a summary of the proposed changes in the Auburn Journal and notify the public of the date and time of the March Board of Directors

meeting, when a Second and Final Reading and adoption of the changes would occur, upon approval from the Board.

**Fiscal Impact**

The proposed amendment would have a minor fiscal impact to the District, including costs to publicly notice the amendment (approx. \$500 - \$600).

New signage would cost approximately \$300 - \$400.

**Attachments**

Proposed amendment to ARD Ordinance #1 regarding e-bikes

Information on e-bikes in California

Ordinance Adoption codes and procedures

## **Excerpts from the current ARD Ordinance #1**

H. Public use roads. The provisions of the California Vehicle Code shall be applicable in all parks upon any roadway, avenue or place which is publicly maintained and open to the use of the public for vehicular travel. Violations shall be enforced and prosecuted in accordance with the provisions thereof. Appropriate signs shall be posted advising of any additional vehicular travel restrictions in force and shall be enforced in accordance with governing law.

I. Non-public roads. No person shall drive or otherwise operate a vehicle in a park upon any surface other than those maintained and open to the public for purposes of vehicular travel. This provision does not apply to any wheelchair or electrically-driven vehicle, other than automobiles carrying a physically incapacitated person, or to vehicular use specifically authorized by a Special Use Permit.

J. Skateboards, skates and in-line skates. No person shall use a skateboard, skates or in-line skates in any park in an unsafe or hazardous manner so as to endanger the person, or others or in an area specifically prohibiting same. Any person using a skateboard, skates or inline skates in the park or in a skateboard facility must wear a helmet, elbow pads, and knee pads, and any person failing to do so will be subject to citation.

K. Bicycles. No person shall ride a bicycle within a park except in areas authorized for vehicular travel, or at a place especially authorized and provided for bicycle riding. While elsewhere within a park, bicycles shall be dismounted and pushed when moving from place to place or ridden at a jogging pace on pedestrian pathways when such use does not interfere with pedestrian use or annoy or startle pedestrians of reasonable sensitivity.

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## **Proposed new language**

K. Bicycle and Electric Bicycle Use. Bicycles and electric bicycles (Class 1 and 2) are permitted on all park walking and multi-use paths and shall be operated in a safe and courteous manner that yields to pedestrians at all times. Riders must reduce speed to match pedestrian conditions when approaching and passing. Electric bicycles are limited to Class 1 and Class 2 e-bikes as defined by California law, while Class 3 e-bikes are prohibited unless expressly authorized by posted signage. All riders shall travel at a speed not to exceed 8 mph, and no person shall operate a bicycle or e-bike in a manner that alarms, endangers, or interferes with other park users. All riders under the age of 18 must wear a helmet at all times while riding bicycles and electric bicycles. Motorized vehicles, electric motorcycles, mopeds, gas-powered devices, Class 3 e-bikes and any bicycle or e-bike modified to exceed lawful speed or power limits are prohibited on park paths.

1. Electric Bicycle Use at the Auburn Bike Park. Use of electric bicycles at the Auburn Bike Park is limited exclusively to Class 1 electric bicycles as defined by California law. Class 2 and Class 3 electric bicycles are prohibited at the Auburn Bike Park regardless of rider age. Helmets are required by all riders, regardless of age. Electric motorcycles, motor-driven cycles, mopeds, and gas-powered devices are prohibited.

Motorized one-wheel devices and remote controlled cars are prohibited. Any bicycle or electric bicycle that has been modified to increase speed, power, or throttle capability beyond Class 1 specifications is prohibited. All permitted users shall operate devices in a manner consistent with posted rules and the intended skill-based, non-motorized character of the Bike Park.



# CALIFORNIA'S NEW E-BIKE LAW: GUIDANCE FOR AGENCIES

## Q&A / ELECTRIC BICYCLE

### » WHAT'S AN E-BIKE?

An electric bike (e-bike) boosts a cyclist's human power with electric power thanks to the help of an electric motor. Some do this using pedals only ("pedal-assist"), while some are equipped with hand throttles. They come in as many shapes, sizes, and types as regular bikes, with the motor ceasing to provide power at 20 or 28 mph.

### » WHAT'S THE NEW E-BIKE LAW?

The California e-bike law defines an e-bike as a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts, specifies three types of e-bikes (see below), and establishes how and where to legally ride them in California.

### » HOW DOES THE NEW E-BIKE LAW (AB1096) CHANGE HOW E-BIKES ARE REGULATED?

Before 2016, in California, e-bikes were regulated like mopeds and only had access to public streets and roads. E-bikes are much closer in performance and usage to bicycles, so the new e-bike law grants riders access to other California bikeways (see page 2).

### » WILL ALL E-BIKES BE REGULATED IN THE SAME WAY?

No. The California e-bike law defines three types of electric bicycles based on speed and power control.

- » **TYPE 1** Bikes with a top assisted speed of 20 mph that must be pedaled to operate.
- » **TYPE 2** Bikes with a top assisted speed of 20 mph that can be operated without pedaling by using a handlebar-mounted throttle.
- » **TYPE 3** Bikes with a top assisted speed of 28 mph that must be pedaled to operate.

Because of their speed and power control differences, their access to bike infrastructure is also different. The table on page 2 demonstrates where each type of e-bike can be ridden and other user requirements.

### » HOW CAN LAW ENFORCEMENT TELL THE DIFFERENCE BETWEEN DIFFERENT TYPES OF E-BIKES?

Starting January 1, 2017, AB 1096 requires that all e-bike manufacturers apply a label to each e-bike being distributed in California that specifies its type and wattage. This helps law enforcement agencies determine if an e-bike has access to a particular bikeway. Each manufacturer may have slightly different labels.



### » DO THE SAME BICYCLE "RULES OF THE ROAD" APPLY TO E-BIKE RIDERS?

Yes. E-bike riders are subject to the same rules and legal requirements that apply to people riding traditional bicycles when it comes to speed, proper passing, following local traffic laws, obeying posted speed limits, and other state and local ordinances. Motorists are required to give electric bicycles at least three feet of clearance when passing. All bicycle and electric bicycle riders 17 and under in California must wear a helmet. Like bicyclists, e-bike riders don't require a license, and their e-bikes don't need to be registered.



# CALIFORNIA'S NEW E-BIKE LAW: GUIDANCE FOR AGENCIES

## » ARE THERE ANY ADDITIONAL SAFETY CONCERNs WITH THE NEW E-BIKE LAW?

Since **Type 1 and 2 e-bikes** performance and usage are very similar to bicycles, they pose similar safety concerns. **Type 3 e-bikes** may pose additional safety concerns, particularly if used in an inappropriate street or trail environment. For this reason, **Type 3 e-bikes** are restricted from Class 1 and 4 bikeways. **Under this new law, local authorities and public agencies with jurisdiction over bicycle paths or trails may also prohibit the operation of any type of electric bicycle on a particular path or trail.**

## » WHAT SPECIFIC REGULATIONS APPLY TO TYPE 3 ELECTRIC BICYCLES?

**Type 3 e-bikes** are prohibited on Class I and IV bikeways, unless it is within or adjacent to a roadway, or unless the local authority or the governing body of a public agency having jurisdiction over such path or trail permits such operation.

The e-bike type model allows local level agencies, by local ordinance, to permit e-bikes on paths or bikeways where they are traditionally not allowed, in the event that the alternative route is considered hazardous. This is a local jurisdictional decision. Anyone

operating, riding as a passenger on, in a restraining seat attached to, or in a trailer towed by a Type 3 electric bicycle must be at least 16 years of age and must wear a properly fitted bicycle helmet.

### » For more information visit:

<http://www.peopleforbikes.org/pages/e-bikes>.



VEHICLE TYPE	VEHICLE		USER			BIKEWAY ACCESS					
	PEDAL OPERATED	MAXIMUM MOTOR-ASSISTED SPEED (MPH)	MINIMUM AGE (YEARS)	DRIVER'S LICENSE	LICENSE PLATE	HELMET	CLASS I BIKE PATH	CLASS II BIKE LANE	CLASS III BIKE ROUTE	CLASS IV PROTECTED LANE	
BICYCLE		YES	N/A	N/A	NO	NO	17 AND UNDER	YES	YES	YES	YES
TYPE 1 E-BIKE		YES	20	N/A	NO	NO	17 AND UNDER	YES	YES	YES	YES
TYPE 2 E-BIKE		NO	20	N/A	NO	NO	17 AND UNDER	YES	YES	YES	YES
TYPE 3 E-BIKE		YES	28	16	NO	NO	YES	NO	YES	YES	NO
MOPED		NO	N/A	16	YES	YES	YES	NO	YES	YES	NO



CALIFORNIA CODES  
PUBLIC RESOURCES CODE  
SECTION 5786-5786.31

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

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

CALIFORNIA CODES  
**GOVERNMENT CODE**  
SECTION 25120-25132

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **8.4 Cover sheet – Public Hearing: ARD Vacant Positions Report (AB 2561)**

**Auburn Area Recreation and Park District Board of Directors Meeting February 26<sup>th</sup>, 2026**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) hold a Public Hearing to present the status of vacancies and recruitment and retention, per AB 2561?

### **Background**

On September 22, 2024, Governor Newsom signed Assembly Bill 2561 (“AB 2561”) into law to amend the Meyers-Milias-Brown Act (“MMBA”) and create a new obligation for public agencies to publicly address the status of their vacancies. As basis for the new requirements, the California Legislature determined that vacancies are a widespread and significant problem in the public sector. Furthermore, the California Legislature also determined that vacancies require employees to take on heavier workloads, resulting in burnout and increased turnover, which negatively impacts the delivery of public service.

Per AB 2561, ARD shall do the following:

- (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.  
(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.  
(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.
- (b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.
- (c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:
  - (1) The total number of job vacancies within the bargaining unit.
  - (2) The total number of applicants for vacant positions within the bargaining unit.
  - (3) The average number of days to complete the hiring process from when a position is posted.
  - (4) Opportunities to improve compensation and other working conditions.

## Responses for the 2026 Public Hearing:

- ARD currently has 1 vacancy (PT Youth Services) in non-represented positions (out of 41)<sup>1,2</sup>
- ARD currently has 0 vacancies in represented positions (out of 21)<sup>1</sup>
- ARD uses Indeed.com for most of its recruitment efforts, however recruitment by existing employees does occur.
- ARD uses annual Performance Evaluations (worth up to a 5% increase) and COLAs (worth up to 3 – 4%) annually to help retain employees (from a financial standpoint)
- Changes to policy include statutory changes such as removing drivers license requirements for some positions (all represented positions at ARD require a drivers license) and some proposed changes to benefits that are currently being negotiated with the Union.
- Local 39, the union that represents certain ARD employees, was invited to make a presentation at the 2026 Public Hearing.
- We do not have any current vacancies in the Union, so there is no need to follow the procedures that are required if we hit 20% vacancies in a bargaining unit.<sup>1</sup>

Note<sup>1</sup>: these numbers represent a “point in time”, that being the writing of this report on February 17, 2026.

Note<sup>2</sup>: from approximately February – June, ARD hires many PT seasonal staff. As a result, this number fluctuates and increases almost every week until June.

### **Recommendation**

Hold a Public Hearing. Review and discuss.

### **Fiscal Impact**

N/A

### **Attachments**

None

## **8.5 Cover sheet – 2026 ARD Friend of Recreation Award**

**Auburn Area Recreation and Park District (ARD) Board of Directors Meeting January 29, 2026; Board of Directors meeting February 26<sup>th</sup>, 2026**

### **The Issue**

Shall the Auburn Area Recreation and Park District select an organization/person(s) for the 2026 “Friend of Recreation” award?

### **Background**

Every year, ARD awards the “ARD Friend of Recreation Award” at the annual State of Community Dinner. Information on the Friend of Recreation Award is as follows:

The Auburn Area Recreation and Park District Friend of Recreation award is given to the person, organization or group that has made a significant contribution to parks, recreation and active leisure in the Auburn area. This award is presented annually at the State of the Community Dinner.

Specific criteria for nominees/winners are as follows:

- The person’s, organization’s or group’s contribution should include the last 5 years
- Volunteers, ARD employees and contract employees are eligible for the award
- Nominees from entities outside of ARD can be considered (Tevis Cup, Placer High, local youth sports organizations, etc.)

ARD Policies and Procedures for nominations and award selections are as follows:

- A. Staff will put an item on the January Board of Directors meeting, asking for nominations. Board members should send a brief description as to why their nominee should be selected. Nominations will be due by the February Board meeting.
- B. Staff will announce all nominations at the February Board meeting and request that each Board member select a first and second choice. If a nominee received three first place votes, they will be selected as the next ARD Friend of Recreation. If there is no nominee with three first place votes, the process will be as follows:
  1. All first place votes will be counted as two points
  2. All second place votes will be counted as one point
  3. The nominee with the highest point total will be selected as the next Friend of Recreation
  4. If after this process there is a tie, the top two nominees will be voted on. The nominee with three votes will be declared the next ARD Friend of Recreation

C. The ARD Friend of Recreation will be announced at the March Board meeting.

The nominations for the 2026 award are as follows:

The Auburn Pickleball Club – please see attached write up

Kurt Bertilson – please see the attached write up

The Mother Lode Foundation - please see the attached write up

**Recommendation for the Board of Directors**

Select a winner of the 2026 Friend of Recreation Award using the following procedures (per policy):

Staff will announce all nominations at the February Board meeting and request that each Board member select a first and second choice. If a nominee received three first place votes, they will be selected as the next ARD Friend of Recreation. If there is no nominee with three first place votes, the process will be as follows:

1. All first place votes will be counted as two points
2. All second place votes will be counted as one point
3. The nominee with the highest point total will be selected as the next Friend of Recreation
4. If after this process there is a tie, the top two nominees will be voted on. The nominee with three votes will be declared the next ARD Friend of Recreation

Note: the 2026 State of the Community Dinner (where the Friend of Recreation Award will be presented) is currently scheduled for October 8<sup>th</sup>.

**Fiscal Impact**

N/A

**Attachments**

None

Past ARD Friend of Recreation Award winners:

- 2009: Laura Pinnick
- 2010: Eric Peach
- 2011: Todd Peak
- 2012: Patrick Remington
- 2013: Chic and Ingrid Koenig
- 2014: Mike Lynch

2015: Canyon Keepers  
2016: Daryl Henry  
2017: Chain Zombies  
2018: Diana Boyer and Lisa Kodl  
2019: Bill and Jenny Jansen  
2020: Warren Tellefson  
2021: The Ridge Golf Course and Event Center  
2022: United Auburn Indian Community  
2023: Placer County Sheriff's Office  
2024: Auburn Little League  
2025: Rotary Club of Auburn

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The ARD Board had also requested a list of large donors to ARD. Here is a list of the top donors

United Auburn Indian Community (received award in 2022)  
Armrod Charitable Foundation (The Ridge – received award in 2021)  
Norma Harris  
Bill and Jenny Jansen (Received award in 2019)  
Rotary Club of Auburn (Received award in 2025)  
Auburn Ale House  
Lagunitas Brewing Company  
Auburn Trails Alliance  
Feed the Hungry of Auburn  
IFC  
Old Town Pizza  
M45 Auto  
Gold Rush Subaru  
Leadership Auburn  
Live Oak Waldorf  
Incredible Pets  
CAC Fit  
Sutter Health  
Precision Orthodontics

The nominations for the 2026 Friend of Recreation Award are as follows (alphabetically):

**The Auburn Pickleball Club** Auburn Pickleball clubs mission is to provide organized recreational and competitive Pickleball play by facilitating lessons, recreational and competitive play and social events with a purpose of creating revenue to assist the Auburn recreation District in Pickleball facilities use upkeep and expansion.

The Pickleball club started October 1, 2023 with a handful of members. Now the club has 139 members. The club organizes timeslots for members to play indoors and outdoors. The members volunteer to train anyone who wants to learn how to play pickleball.

Auburn Pickleball club has hosted several fundraisers such as the Heroes' Tournament between Auburn city employees, CalFire, sheriff's office, and Auburn police. Last year, the club donated \$2000 to Stand Up Placer, a nonprofit that supports women and children in domestic violence. Other tournaments have collected canned food for Auburns food closet. They also sponsored a fundraising even for The Leadership Auburn Class of 2025.

This group adds so much to our community with helping families, youth and adults enjoy indoor and outdoor recreation. This group continues to expand their membership and more fundraising events planned in 2026.

Leadership Auburn Class of 2025 Fundraiser and Hero's Fundraiser



**Kurt Bertilson** Starting back in 2000 he has been giving to ARD. He has done photography for us be it facilities, events or head shots of Board Members. He also at his own expense created and maintained the Party in the Park and Auburn Community Festival website. He also volunteered in multiple ways at community events. Unlike others who do things for semi personal reasons, i.e. dog people, or Pickleball..... folks, he has no personal gain. What he accomplished at Meadow Vista is amazing, saving the District tons, creating something both functionally and aesthetically beneficial to the District and users. He is consistent (and persistent). I know as an individual since Laura Pinnick I have not seen anyone give more.

He is a most worthy candidate,

**The Mother Lode Foundation** When the Holly Acres/Mother Lode School in Weimar closed and was sold, the nonprofit Mother Lode Youth and Family Services Foundation was founded, using the proceeds. The board—made up of prominent Auburn community leaders—invested the assets, and gave away the earnings to support unmet local needs. To date, the Mother Lode Foundation has donated more than one million dollars to the Auburn community and continues its work today. Over the years, the Mother Lode Foundation has donated more than \$17,000 to ARD.

**SECTION: 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 26/27 Preliminary Project List and CIP
- 9.2 Project Contingency
- 9.3 County Mitigation Fund, current balance \$518,320
- 9.4 City Mitigation total is \$394,097, with \$154,097 not encumbered
- 9.5 California CLASS as of January 31, 2026

## **Discussion Item # 9.1: Cover sheet – PRELIMINARY FY 2026-2027 Project List and Future Plan Update**

**Auburn Area Recreation and Park District Acquisition and Development Committee  
February, 2026; Board of Directors meeting February, 2026**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 26/27 Project List, and approve the Future Plan Update?

### **Background**

ARD staff provides a proposed Project List for each Fiscal Year. This Project List is based off of projects incorporated in the Five-Year Project List (Future Plan) as well as any new needs proposed by the community, staff and Board.

The Five-Year Project List (Future Plan) is comprised of those projects deemed to be of the highest priority and reflects the District's goal to address needed existing infrastructure upgrades, bring new features into the existing park system and complete potential land acquisition and new park development.

### **Recommendation for the Board of Directors**

This is a PRELIMINARY FY 26/27 Project and Future Plan update. The A&D Committee forwarded this item to the Board with a recommendation to review and make proposed changes. This item will come back to the A&D Committee and the Board in March in its FINAL version.

### **Fiscal Impact**

The fiscal impact of the FY 26/27 Project List is indicated on that document. The fiscal impact of the Five-Year Project List is indicated on those documents.

### **Attachments**

Five Year Project List (Future Plan), including FY 26/27 Project List

Notes for the proposed FY 26/27 Project list and Future Plan

## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list

Green = moved from a previous year

### 2025/2026

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA Reserve	Cnty. Mit.	City Mit.	Grants	M.M. Savings	In Kind
<i>Recreation Park</i>									
Gazebo repair (deductible)	10,000				10000				
Rec Shop fire improvements	8,300				8,300				Completed
Gym Roof deductible + improvements	23,700				23,700				Completed
<i>Regional Park</i>									
Dry Creek playground replace/ADA POT	113,714				19,714	84,000			Completed
Marriott M. fencing/consulting/CCC/permit	163,000						163,000		Completed
<i>MV Park</i>									
MV baseball field scoreboard/dugout	80,788				12,614	31,000			37,174
<i>Overlook Park</i>									
Modular roof and siding repair (deductible)	7,500				7,500				Completed
<i>Various Parks</i>									
Parking bumpers at Solar Panels (Rec/Reg)	6,970				6,970				Completed
Bike Park Signage	4,347				4,347				Completed
Drinking fountain replacement (Install)	20,400				20,400				Completed
<i>Raithead Park</i>									
Parking lot repair/reseal + curb repair	157,022				20,000	137,022			Completed
New pump and filter	80,700				700				Completed \$8,000 Equip.
<b>TOTAL</b>	676,441	0	700	20,000	250,567	115,000	0	163,000	0
<b>Estimated Balance Remaining</b>	3,009	996,393	795,000	394,097	2,142,246	300,000	300,000	-11,974	37,174

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year

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

*Proposed*

## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list  
 Green = moved from a previous year

### 2026/2027

Estimated balance		Spent from General Funds or Grants in Prior Year(s)		8,009	1,046,393	895,000	404,097	2,142,246	300,000	17,500
PROJECT	Est. Cost	Gen. Fund	ADA Reserve	Cnty. Mit.	City Mit.	Grants	M.M. Savings	In Kind	Notes	
<i>Recreation Park</i>										
North (Front) Playground	120,000						120,000			
North Playground, Path of Travel	30,000						30,000			
Sheds/chargers for utility carts	60,000						60,000			
New pump/filter	100,000								100,000 Equip Reserve	
Beggs scorebooth staircase replacement	50,000						50,000			
Beggs Scoreboard	25,000								7,500 Equip Reserve	
<i>Beggs Field retaining wall railings</i>	<b>30,000</b>						<b>30,000</b>			
<i>Regional Park</i>										
Marriott Meadows Development	3,137,246						695,000		2,142,246	300,000
Electric repair at pond lights	50,000						50,000			
Gym/locker room roof (complete project)	8,000						8,000			
<i>Ashford Park</i>										
Levee Repairs and paving to garage	100,000						100,000			
Sink hole repair (deductible)	10,000						10,000			
<b>TOTAL</b>	<b>3,720,246</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>695,000</b>	<b>150,000</b>	<b>2,142,246</b>	<b>300,000</b>	<b>17,500</b>
<b>Estimated Balance Remaining</b>		<b>8,009</b>	<b>738,393</b>	<b>200,000</b>	<b>254,097</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year

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

*Proposed*

## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list  
 Green = moved from a previous year

### 2027/2028

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind	Notes
<i>Recreation Park</i>										
Painting/mural maintenance shop building	3,000	3,000								
Sierra Pool Resurfacing	300,000				300,000					
Emergency exit on to Auburn Folsom Rd	80,000					80,000				
<i>Regional Park</i>										
Pond leak investigation	40,000			40,000						
Shade structures at south-end picnic tables	60,000				30,000	30,000				
PB court slip sheet repairs	180,000				180,000					
<i>Gym floor replacement</i>										
Tennis Court Path of Travel	41,000		13,000			28,000				
Kiosks/signage	10,000				5,000	5,000				
Breezeway Painting	40,000				40,000					
French drain system at PB courts	35,000				35,000					
<i>Placer Hills Park</i>										
PH Pool locker room plumbing & Floor	50,000				50,000					
<i>Overlook Park</i>										
Interpreteive Signage (2 x \$5K)	10,000					10,000				
Barriers to prevent access to back areas	10,000					10,000				
<i>Various Parks</i>										
Tree audit/survey	30,000					30,000				
<b>TOTAL</b>	889,000	0	3,000	13,000	720,000	63,000	90,000	0	0	889,000
Estimated Balance Remaining			9	68,393	237,000	174,097	0	0	0	

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year

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

*Proposed*

## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list

Green = moved from a previous year

### 2028/2029

Estimated balance		Spent from General Funds or Grants in Prior Years)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind	Notes
<b>PROJECT</b>	<b>Est. Cost</b>									
<i>Recreation Park</i>										
Resurface parking lot	0									
Charging station Infrastructure/Engineering	100,000									
<i>Regional Park</i>										
Pave the other 1/2 of Park Drive	0									
	0									
	0									
	0									
<i>Tutor Totter</i>										
Resurface Parking Lot										
<i>Various Parks</i>										
<b>TOTAL</b>	100,000	0	0	0	100,000	0	0	0	0	100,000
<b>Estimated Balance Remaining</b>		9	18,393	337,000	184,097	0	0	0	0	

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year

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

*Proposed* ✓



## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list

Green = moved from a previous year

### 2025/2026

PROJECT	Est. Cost	Spent Year(s)	from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	M. M. Savings	In Kind	Estimated balance		
												23,009	896,930	910,000
<i>Recreation Park</i>														
Beggs scorebooth staircase replacement	40,000					40,000								
Beggs Scoreboard	25,000													
Gazebos repair (new lumber)	10,000						10,000							
Res. Shop in & improvements	5,300						8,300							
Gym Roof Aschuchable + improvements	13,010						13,010							
<i>Regional Park</i>														
Dry Creek playground replace/ADA POT	115,000					85,000								
Marriott M. fencing/icon consulting/CCC/permit	163,000													
MV baseball field scoreboard/dugout	38,700													
<i>MV Park</i>														
Levee Repairs and paving to garage	100,000					100,000								
Overlook Park														
Modular roof and siding repair (deductible)	7,500						7,500							
<i>Various Parks</i>														
Parking bumpers at Solar Panels(Rec/Reg)	10,000							10,000						
Drinking fountain replacement (Install)	20,400								20,400					
<i>Railhead Park</i>														
Parking lot repair/reseal + curb repair	157,022					20,000	137,022							
New pump and filter	80,700					700	20,000	376,232	116,000	0	163,000	0	25,200	
<b>TOTAL</b>	788,632	0												
Estimated Balance Remaining						3,009	520,698	794,000	387,233	2,142,246	300,000	0		

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year

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

*Existing*

## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list  
 Green = moved from a previous year

### 2026/2027

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Years(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	M.t. Savings	In Kind	Notes
<b>Recreation Park</b>											
North (Front) Playground	120,000								120,000		
North Playground, Path of Travel	30,000								30,000		
Charging station infrastructure/Engineering	100,000										
Emergency exit on to Auburn Folsom Rd	30,000										
Sheds/chalets for utility calls	60,000										
New pump/filter	100,000										
<b>Placer Hills Park</b>											
PH Pool locker room plumbing & Floor	50,000							50,000			
<b>Regional Park</b>											
Marriott Meadows Development	3,137,246								695,000		
Electric repair at pond lights	50,000								50,000		
Tennis Court Path of Travel	41,000								13,000		
Kiosks/signage	10,000									5,000	
Breezeway Painting	40,000									40,000	
Gym/locker room roof (Leval)	8,000									8,000	
French drain system at PB Courts	35,000									35,000	
<b>Overlook Park</b>											
Interpretive Signage (2 x \$5K)	10,000										10,000
Barriers to prevent access to back areas	10,000										10,000
<b>Various Parks</b>											
Tree audit/survey	30,000									30,000	
<b>TOTAL</b>	<b>3,911,246</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>388,000</b>	<b>728,000</b>	<b>240,000</b>	<b>2,142,246</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Estimated Balance Remaining</b>											
	<b>9</b>	<b>182,698</b>	<b>166,000</b>	<b>157,233</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year

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

*Exhising*

Auburn Recreation District Five Year Project List

Yellen: We're not there yet

Grass - gained from a previous year

2027/2028

### 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	Notes
Estimated balance				5,009	232,698	266,000	167,233	0	
<i>Recreation Park</i>									
Painting/mural maintenance shop building	3,000		3,000						
<i>Regional Park</i>									
Pond leak investigation	40,000			40,000					
Shade structures at south-end picnic tables	60,000				30,000	30,000			
PB court slip sheet repairs	180,000				180,000				
Gym floor replacement									
<i>Overlook Park</i>									
<i>Various Parks</i>									
<b>TOTAL</b>	283,000	0	3,000	0	250,000	30,000	0	0	0
<b>Estimated Balance Remaining</b>				5,009	-17,302	236,000	167,233	0	283,000

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year  
Note: Assumes \$50,000/year in Equipment Reserve funds

## Existing

## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list

Green = moved from a previous year

**2028/2029**

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	Notes
<i>Recreation Park</i>										
Resurface parking lot	0									
<i>Regional Park</i>										
Pave the other 1/2 of Park Drive	0									
	0									
	0									
	0									
	0									
<i>Tutor Totter</i>										
Resurface Parking Lot										
<i>Various Parks</i>										
<b>TOTAL</b>	0	0	0	0	0	0	0	0	0	0
Estimated Balance Remaining		5,009	32,698		336,000	177,233		0	0	0

Note: Assumes \$100,000/year in County Mitigation Fees

Note: Assumes \$50,000/year in ADA reserve funds

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

Note: Assumes \$50,000 added to FCC per year

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

*Existing*

## Auburn Recreation District Five Year Project List

Yellow = updated number or new project to list

Green = moved from a previous year

**2029/2030**

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind	Notes	
Recreation Park											
		0									
Regional Park											
Repave Parking lot		0									
		0									
		0									
		0									
CVCC											
Repave Parking lot											
Various Parks											
		0	0	0	0	0	0	0	0	0	
<b>TOTAL</b>											
Estimated Balance Remaining											
		10,009	82,698	436,000	187,233	0	0	0	0	0	

Note: Assumes \$100,000/year in County Mitigation Fees

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

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

Note: Assumes \$50,000 added to FCC per year

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

*Existing*

## **FY 26/27 Project List and CIP notes**

### **Information and proposed changes to previous list**

#### **FY 26/27**

##### **Recreation Park**

North (Front) playground: this project was pushed back from FY 25/26, and will replace the playground at the north end of Recreation Park.

North Playground, Path of Travel: the project was pushed back from FY 25/26, and will establish an ADA path of travel to the playground.

Sheds/chargers for utility carts: this project would add storage sheds and power for the electric utility carts ("Gator" type carts) that the District will need to switch to per State mandate.

New pump/filter: this project would replace the existing, and very old irrigation pump/filter with new.

Beggs Field staircase replacement: this project was pushed back from FY 24/25 and will replace the old, wooden staircase that is often in need of repair.

Beggs Field scoreboard: ARD has worked with Auburn Little League on this project for over a year. ALL has settled on a scoreboard design and we are in the final phases of sponsorship ads and determining installation.

Beggs Field retaining wall railings: this a new project to the list and would install safety rails on top of the retaining wall to meet code.

##### **Regional Park**

Marriott Meadows Development: the ability to complete this project this year will be determined by requirements from Placer County and available funding. Phasing will need to occur to complete the project.

Electric repairs at pond lights: running new conduit and wire so that the lights on the east side of the pond will work

Gym and locker room roof repair: a revisit and patch of some of the work that was completed in FY 25/26

##### **Ashford Park**

Levee repairs and paving to garage: This project was pushed back from FY 24/25

Sink hole repair (deductible): this is a new project to the list and includes funding for the deductible for the sinkhole that developed at Ashford Park.

#### **FY 27/28**

##### **Recreation Park**

Painting new mural at maintenance shop building: This project was pushed back from FY 25/26

Sierra Pool resurfacing: this is a placeholder until a budget and funding can be established, however this project will likely cost \$300,000+

Emergency exit on to Auburn Folsom Rd.: This project was pushed back from FY 25/26.

### **Regional Park**

Pond leak investigation: This project was pushed back from FY 24/25

Shade structures at south-end picnic tables: This project was pushed back from FY 24/25

PB Court slipsheet system: this project was pushed from FY 26/27 and would replace/repair the existing courts with the same system that has been proven successful at the Meadow Vista PB courts.

Gym floor replacement: this is a placeholder for a project that currently does not have a budget assigned

Tennis court path of travel: This project was pushed back from FY 24/25

Kiosks/signage: This project was pushed back from FY 24/25

Breezeway painting: This project was pushed back from FY 24/25

French drain system at PB courts: this project would put a French drain system around the courts to help prevent water from seeping under the asphalt.

### **Placer Hills Park**

Placer Hills Pool locker room floor: this project was pushed back from FY24/25 and will repair the flooring in the pool locker rooms.

### **Overlook Park**

Interpretive signage: This project was pushed back from FY 23/24

Barriers to prevent access to back areas: this project was pushed from FY 26/27 and would create some type of barriers to prevent vehicles from accessing the area behind the modular building.

### **Various Parks**

Tree audit/survey: ARD's last tree survey was in 2015. This survey would target tree in high use areas at Recreation Park, Regional Park and Meadow Vista Park.

## **FY 28/29**

### **Recreation Park**

Charging station infrastructure and engineering: this project was pushed back from FY 24/25. This work is being done to establish where charging stations for ARD vehicles can be located and to reconcile the power needs. Finding space at Recreation Park could be problematic.

## **Discussion Item # 9.2: Cover sheet – Project Contingency**

**Auburn Area Recreation and Park District Policy Committee January, 2025; Board of Directors meeting February, 2026**

### **The Issue**

A discussion about Auburn Recreation District (ARD) considering amending its policy regarding project contingency. Director Lynch has requested that this item be considered at the Board meeting.

### **Background**

ARD District Policy states the following:

#### **IV. Competitive Bidding**

O. **Project Contingency**. Requests and recommendations for project contingency shall be limited to 5% of the contract total.

Director Lynch asked that this policy be reconsidered. Director Lynch also asked to try and gauge what industry standard was for project contingency. Staff asked this question to the CSDA List Serve. Five responses were received. Those responses are attached.

### **Recommendation for the Board of Directors**

Review and discuss. Send back to the Policy Committee for reconsideration to change the policy to a higher contingency amount.

### **Alternatives available to the Board**

- 1) Do not amend the policy
- 2) Amend the policy with a different amount (other than 5% or 10%)
- 3) Eliminate the policy and have staff present recommended contingency amount for each project, specific to possible needs.

### **Fiscal Impact**

Undetermined at this time.

### **Attachments**

Responses from other agencies about Project Contingency amounts

**Question posed to the CSDA List Serve:**

*What is the typical amount (percentage) that your Board allocates toward contingency on a project? As an example, if your agency awards a contract for \$100,000 to make repairs to District infrastructure, what is the percentage amount that the Board gives to staff for possible change orders?*

*A Board member is asking to review what we allocate and wanted to know how other agencies handle this.*

*Thank you,*

*Kahl Muscott*

**Responses:**

Hi Kahl, my name is Mark Rosson with Capital Program Management (CPM), and we're a member of the CSDA organization. I saw your recent post, and our firm provides Program, Project/Design-Phase, and Construction Management services. One of our roles is to develop comprehensive Project Budgets, and you have a very good question regarding contingencies. We recommend three (3) contingencies to best anticipate/budget for different types of Potential Change Orders (PCO's). A 10% Construction Contingency for unforeseen conditions; a 2% Project Contingency for potential soft cost increases; and, a 5-10% Owner Contingency for potential scope adjustments. It may be good for your Board to understand that PCO's should be "cataloged", as to the reason giving rise to a potential cost, which must be analyzed. They could be code related, errors and/or omissions in the plans, unforeseen conditions, added scope, or force majeure events. From a schedule perspective, one way to help anticipate or mitigate the impact of PCO's, is to include an Owners Allowance in the bidding documents, which provides a contractual mechanism to help keep the project on track. We are currently working with a number of Special Districts, and our office is located in Sacramento. We would be happy to send you a Standard Qualifications package, or If you would like to talk further, I can be reached via email or phone:

[mark@capitalpm.com](mailto:mark@capitalpm.com)

---

Mark Rosson  
President  
Capital Program Management

---

Hi, Kahl. At ACWD, there is no "contingency" amount specified in our Board-adopted procurement policy. However, for large capital projects, we have a practice of requesting Board authorization of GM change order authority of 7% of the awarded contract amount (as part of Board award of the contract). On such large contracts (typically tens of millions), 7% has been adequate to ensure the project can keep moving. This also provides opportunity to gage the need to request additional authority depending on burn rate and the specifics of the project. In rare instances, we've requested additional authority (above 7%) based on the specific project challenges. This provides a useful touchpoint with the Board on progress of the project. Best of luck and may all your projects come in within budget!

---

Ed Stevenson CSDM  
General Manager  
Alameda County Water District

---

Hi Kahl

Our Board typically provides a construction contract change order contingency of 10% for unforeseen changes. I have also been provided with 15% in specific situations when there was a high probability of field directed changes.

---

Steve Palmer CSDM  
General Manager  
Donner Summit Public Utilities District

---

Kahl,

We use 15% as well, which seems to work very well and keeps the project moving.

---

Pete Kampa CSDM  
General Manager  
Groveland Community Services District

Hi Kahl,

For large projects, we typically include a contingency amount in the contract, usually around 10%, though it may vary. For contracts without a designated contingency, we are authorized to approve a cumulative increase of up to 10% of the original contract price. Any additional change orders or amendments require approval from our Board.

---

Allain Mallari  
Financial Manager  
Menlo Park Fire Protection District

---

# CLASS

0000229-0000949 PDFT 895126  
**Auburn Area Recreation and Park District**  
**471 Maidu Drive Ste 200**  
**Auburn, CA 95603**

## Summary Statement

January 31, 2026

Page 1 of 4

Investor ID: CA-01-0244

### California CLASS

#### California CLASS

Average Monthly Yield: 3.7832%					
		Beginning Balance	Contributions	Withdrawals	Income Earned
					Average Daily Balance
CA-01-0244-00001	Annual Equip Replacement Reserve	510,188.13	0.00	0.00	1,639.14
CA-01-0244-00003	Annual Future Capital Construction	510,188.13	0.00	0.00	1,639.14
<b>TOTAL</b>		<b>1,020,376.26</b>	<b>0.00</b>	<b>0.00</b>	<b>3,278.28</b>
					<b>1,020,587.76</b>
					<b>1,023,654.54</b>

**CLASS****Account Statement**

January 31, 2026

Page 2 of 4

Account Number: CA-01-0244-0001

**Annual Equip Replacement Reserve****Account Summary**

Average Monthly Yield: 3.7832%					
	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance
	YTD			YTD	Month End Balance
California CLASS	510,188.13	0.00	0.00	1,639.14	510,293.88
					511,827.27

**Transaction Activity**

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
01/01/2026	Beginning Balance			510,188.13	
01/31/2026	Income Dividend Reinvestment	1,639.14			
01/31/2026	Ending Balance			511,827.27	

**CLASS****Account Statement**

January 31, 2026

Page 3 of 4

Account Number: CA-01-0244-0003

**Annual Future Capital Construction****Account Summary**

Average Monthly Yield: 3.7832%					
	Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance
	YTD			YTD	Month End Balance
California CLASS	510,188.13	0.00	0.00	1,639.14	510,293.88
					511,827.27

**Transaction Activity**

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
01/01/2026	Beginning Balance			510,188.13	
01/31/2026	Income Dividend Reinvestment	1,639.14			
01/31/2026	Ending Balance			511,827.27	



## California CLASS

### California CLASS

Date	Dividend Rate	Daily Yield
01/01/2026	0.00000000	3.8579%
01/02/2026	0.000106053	3.8709%
01/03/2026	0.00000000	3.8710%
01/04/2026	0.00000000	3.8710%
01/05/2026	0.000105001	3.8325%
01/06/2026	0.000104268	3.8058%
01/07/2026	0.000103727	3.7861%
01/08/2026	0.000103391	3.7738%
01/09/2026	0.000309900	3.7705%
01/10/2026	0.00000000	3.7705%
01/11/2026	0.00000000	3.7705%
01/12/2026	0.000103243	3.7684%
01/13/2026	0.000102813	3.7527%
01/14/2026	0.000103120	3.7639%
01/15/2026	0.000103146	3.7648%
01/16/2026	0.000413512	3.7733%
01/17/2026	0.00000000	3.7733%
01/18/2026	0.00000000	3.7733%
01/19/2026	0.00000000	3.7733%
01/20/2026	0.000103090	3.7628%
01/21/2026	0.000102849	3.7540%
01/22/2026	0.000102915	3.7564%
01/23/2026	0.000309210	3.7621%
01/24/2026	0.00000000	3.7621%
01/25/2026	0.00000000	3.7621%
01/26/2026	0.000103255	3.7688%
01/27/2026	0.000103117	3.7638%
01/28/2026	0.000103158	3.7653%
01/29/2026	0.000103105	3.7634%
01/30/2026	0.000206486	3.7684%
01/31/2026	0.00000000	3.7684%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**