

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

**WEDNESDAY, JUNE 22, 2022, 12:30 PM**

**CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM  
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).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://us06web.zoom.us/j/88967520608>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 889 6752 0608 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee 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**

Holbrook \_\_\_\_\_ Ferris \_\_\_\_\_

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

**3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.**

**4.0 BUSINESS**

**4.1 Approval of Minutes from the April 18, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)**

**Recommendation:** Review and approve minutes.

4.2 **ARD Policy Change: Time Clock Approvals (Pages 5-6)**

Shall the Auburn Area Recreation and Park District (ARD) change its policy to allow supervisor and managers to approve time clock entries?

4.3 **Approval of Legal Bills (Pages 7-8)**

1. Cole Huber LLP Attorneys

**Discussion items:**

1. Shaping Public Opinion **(Page 9)**

5.0 **ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS**

None.

6.0 **PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNMENT**

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

6/17/2022  
Date

9:45 Am  
Time

Cathy Warford  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Wednesday, May 18, 2022 at 12:30 PM  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA 95603**

**1.0 CALL TO ORDER**

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:38 p.m.

**ROLL CALL**

Director Holbrook and Director Ferris were present.

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

The agenda was approved by Director Holbrook.

**3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.**

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the April, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the April 20, 2022, Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Ferris and Director Holbrook.

**4.2 Approval of Legal Bills**

Director Holbrook and Director Ferris reviewed and approved the legal bill from Cole Huber LLP Attorneys.

**4.3 License Exempt Associate Site Director Job Description Creation**

A motion was made by Director Holbrook and seconded Director Ferris to change the job description title to "Associate Site Director (License Exempt)". The item was then approved and forwarded to the Board of Directors for their review and approval.

**Discussion items:**

None.

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL,  
POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS**


None.


**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 12:47 p.m.

  
Board Secretary

  
Date

## **4.2 Cover sheet – ARD Policy Change: Time Clock Approvals**

**Auburn Area Recreation and Park District Policy Committee meeting June, 2022**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) change its policy to allow supervisor and managers to approve time clock entries?

### **Background**

The ARD Personnel Policy and Procedures Manual, § 2.19 states the following:

#### **2.19 Timekeeping Requirements**

The District utilizes a computer driven software package called TimeClock© to record all timekeeping. All employees, exempt and non-exempt are required to use TimeClock© to record their time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including at the start and end of each lunch break. Employees must also record their time whenever they leave the premises for any reason other than District business. Recording time in on another employee's TimeClock©, allowing another employee to log time on a TimeClock© that is not their own, or altering TimeClock© is not permissible and is subject to disciplinary action, with the exception of changes and corrections made by management and/or the payroll department.

All TimeClock© entries must be turned in to the department manager no later than 5:00 pm on Tuesday of payroll week. All TimeClock© entries must be approved by the employee's Department Manager.

Copies of corrected TimeClock© entries will be forwarded to the employee with each employee's paycheck.

Any TimeClock© errors should be reported immediately to the payroll department.

Currently, a supervisor or coordinator in the Facilities and Grounds and Recreation Departments reviews the time clock entries. The entries are then approved by the department manager. Finally, the ARD accounting department reviews the entries one last time. The supervisors and coordinators are the ARD staff members who set the schedules and are the most aware of each shift worked by their staff.

Removing the review done by the managers will help to alleviate redundancy, and free up more time for the affected managers.

**Recommendation**

Staff recommends the following changes (highlighted) to the policy on timekeeping requirements:

All TimeClock© entries must be turned in to the department manager no later than 5:00 pm on Tuesday of payroll week. All TimeClock© entries must be approved by the employee's Department Supervisor, Coordinator or Manager. The Department Manager must approve the TimeClock© entries specific to their Supervisor or Coordinator.

Staff also recommends that the following change (update to existing policy) be made:

Copies of corrected TimeClock© entries will be forwarded to the employee with each employee's paycheck, for final approval.

**Fiscal Impact**

N/A

**Attachments**

None



2281 Lava Ridge Court, Suite 300  
 Roseville, California 95661  
 TEL: (916) 780-9009 \* FAX: (916) 780-9050  
 Tax I.D. No. 20-8080486

June 8, 2022

Auburn Area Recreation and Park District  
 Attn: Kahl Muscott, Director  
 471 Maidu Drive, Suite 200  
 Auburn, CA 95603

In Reference To: Auburn Area Recreation and Park District / General Counsel  
 Our File No.: 10499.000

Invoice No: 39729

**Billing Summary for services through: May 31, 2022**

<u>Services</u>	<u>Expenses</u>	<u>This Bill</u>	<u>Service Charge</u>	<u>Total New Charges</u>
\$96.00	\$0.00	\$96.00	\$0.00	\$96.00
			<b>Previous Balance Due</b>	\$210.53
			<b>Payments Received</b>	-\$210.53
			<b><u>Total Now Due</u></b>	<b><u>\$96.00</u></b>

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<u>TRUST RETAINER SUMMARY:</u>	<u>Beg. Trust Balance</u>	<u>Payments from Trust</u>	<u>Ending Trust Balance</u>
	\$0.00	-\$0.00	\$0.00

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Pursuant to our billing policies, balances older than 30 days will be subject to interest charges of 1% per month.



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**PROFESSIONAL SERVICES**

<u>Date</u>	<u>Staff</u>	<u>Description</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>	
05/11/22	DPC	Review and comment on draft staff report re locksmith bidding issue	\$240.00	0.40	96.00	
				<b>FOR PROFESSIONAL SERVICES RENDERED:</b>	<b>0.40</b>	<b>\$96.00</b>

**PAYMENT DETAILS**

05/31/22	Payment - Thank you				210.53
				<b>TOTAL PAYMENTS RECEIVED:</b>	<b>\$210.53</b>

**TOTAL NEW CHARGES THIS INVOICE:** \$96.00

**Previous Balance:** \$210.53

**Payments Received:** -\$210.53

**TOTAL NOW DUE** \$96.00

**Timekeeper Summary**

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Derek P. Cole	0.40	\$240.00	\$96.00



## **Discussion Item # 1: Shaping Public Opinion**

**Auburn Area Recreation and Park District (ARD) Policy Committee Meeting June, 2022**

### **The Issue**

A discussion on a topic that was featured at the 2022 CARPD Conference. Director Holbrook requested that this item be discussed.

### **Background**

The 2022 CARPD Conference featured a session regarding using an agency's website and activity guide to help shape public opinion. Per the instructor, some possible ways of doing this include;

- Sharing articles about the great things the agency is doing
- Inviting the public to participate in agency meetings, functions, events
- Explaining how the agency is cutting costs

### **Recommendation**

Review and discuss

### **Attachments**

None