

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

WEDNESDAY, MAY 23, 2018, AT 12:00 PM

CANYON VIEW COMMUNITY CENTER

471 MAIDU DRIVE, AUBURN, CA 95603

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

1.0 CALL TO ORDER

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 March 21, 2018 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

4.2 Surplus and Disposal of Assets

Shall the Auburn Area Recreation and Park District (ARD) amend its policies in regards to surplus and the disposal of assets?

4.3 Approval of Legal Bills

Recommendation: Review and approve legal bills from April, 2018.

Discussion Items:

1. Art in the Parks Development– see attached information.
2. Review disposition of assets policy – see attached information.
3. Adopt A Park program – see attached information.
4. Un-neutered dogs at the dog park – see attached information.

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

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

- Quote from SDRMA
- Review the District Transparency Checklist - ongoing.
- Review investment policy

ADJOURNMENT

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

5-18-18
Date

10:10 Am
Time

P. Larson
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, March 21, 2018, 12:00 p.m.
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 12:12 p.m.

ROLL CALL

Directors Holbrook and Ferris were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee.

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 January 17, 2018 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the January 17, 2018 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

4.2 Youth Services License Exempt Preschool Job Descriptions

Directors Holbrook and Ferris reviewed the information provided and recommended forwarding the job descriptions to the ARD Board for review and approval.

4.3 Letter Supporting SB 929: Website Requirements

Directors Holbrook and Ferris reviewed the information provided and forwarded this item to the ARD Board with a split recommendation of Director Holbrook not in favor of sending the letter and Director Ferris in favor of sending the letter supporting SB 929: Website Requirements.

4.4 Approval of Legal Bills

The legal bills from January and February 2018 were reviewed and approved by the Committee.

Discussion Item:

1. Art in the Parks Policy Review - review of the Auburn Area Recreation and Park District's (ARD) policy on art in the parks - the item of Art in the Parks Development will be a discussion item at the April, 2018 Program, Personnel, Policy, Fee & Legal Review Committee meeting.
2. Fee Waivers Policy Review – the current Fee Waivers Policy was reviewed by the Committee. The Policy will remain as written.

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

Director Holbrook requested information regarding a web cam at Regional Park.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

- Obtain a quote from SDRMA.
- Review the District Transparency Checklist – ongoing.
- Review investment policy .

ADJOURNED

As there was no further business, the meeting was adjourned at 12:41 p.m.

Board Secretary

Date

Item 4.2 Cover sheet – Surplus and Disposal of Assets

Auburn Area Recreation and Park District Policy Committee May 2018

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its policies in regards to surplus and the disposal of assets?

Background

ARD District Policy, Section III states the following:

III. Fixed Asset Capitalization Policy

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

- A. **Description of Fixed Assets.** Fixed assets include land, buildings and structures, equipment or any related capital lease. These items are further defined as follows:
1. Land includes all parcels purchased by the District or any improvements made to existing parcels of land. Land purchases are always deemed to be fixed assets, regardless of cost.
 2. Building and structures include all relatively permanent improvements constructed or placed into District-owned land or existing structures. This also includes improvements placed onto land leased by the District. Building alterations will be capitalized when they increase the value or life of the building, are material to the building, and any related retirements can be properly valued. All building, structures and improvements should be capitalized as fixed assets or leasehold improvements.
 3. Equipment includes moveable personal property of a relatively permanent nature and of significant value. Relatively permanent nature should be interpreted as having a useful life expectancy of three or more years. Significant value shall be defined as all equipment acquisitions with a cost in excess of \$1,000. The cost of equipment includes purchase price, freight charges, sales, use and transportation taxes and installation charges less discounts received.
 4. Items under \$1,000 are to be capitalized to the extent that they are a part of a permanent improvement project, the cumulative cost of which exceeds the \$1,000 parameter.
 5. All computer hardware purchased through the District is to be capitalized if the cost is in excess of \$1,000.
 6. Capital leases (lease-purchases) include all arrangements to lease land, buildings and structures, or equipment, when the District's intent is to assume ownership rights when the lease is paid in full. If a purchase would normally meet the fixed assets criteria stated above, it will be accounted for as a fixed asset, regardless of the financing procedure used.

- B. Responsibility for Fixed Assets. The Administrative Services Manager has the primary responsibility for the accounting, control and disposal of fixed assets including, but not limited to, the policies and procedures contained in this section and in accordance with the policies of the auditor-controller's office.
- C. Surplus. District employees shall submit, at such times and in such form as prescribed by the purchasing agent, reports showing supplies, materials and equipment which are no longer used or have become obsolete or worn out. The purchasing agent has the authority, with the approval of the Board of Directors, to dispose of, sell, exchange or trade supplies, materials or equipment of the District, which do not exceed a market value of \$5,000, which cannot be used or which have become unsuitable for District use.

During a recent discussion and action by the board (decommissioning a tractor and a lawn mower), there was some confusion about the policy and process to decommission an asset (section C above). It states that staff can dispose of assets that do not exceed a market value of \$5,000 with Board approval. This seems to imply that assets worth more than \$5,000 can be disposed of without Board approval. Staff suggests that there may have been a typo or misunderstanding when this policy was created. Staff suggests that the new language read as such:

- C. Surplus. District employees shall submit, at such times and in such form as prescribed by the purchasing agent, reports showing supplies, materials and equipment which are no longer used or have become obsolete or worn out. The purchasing agent has the authority, with the approval of the Board of Directors, to dispose of, sell, exchange or trade supplies, materials or equipment of the District, which exceeds a market value of \$5,000, which cannot be used or which have become unsuitable for District use. Supplies, materials or equipment with a market value below \$5,000 can be disposed of, sold exchanged or traded without Board approval.

Recommendation for the Policy Committee

Review and forward to the Board a recommendation for amendments to the policy.

Alternatives Available to the Policy Committee

1. Do not change the policy
2. Change the policy to read that all supplies, materials or equipment get Board approval before disposal, sale, exchange or trade
3. Change the policy as listed above, but with a lower threshold (\$1,000)

Fiscal Impact

N/A for this policy change

Attachments

N/A

Discussion Item 1. Cover sheet – Art in the Parks Development

Auburn Area Recreation and Park District May, 2018 Policy committee

The Issue

A discussion about moving forward with establishing art at ARD parks. The Policy Committee requested that this item be reviewed.

Background

Discussion have taken place over the years regarding the development of art in ARD Parks. In general, everyone thinks it is an idea with much potential and positivity. The main stumbling block has been finding funding to start such a program.

Staff met with representatives from the Arts Council of Placer County (“Placer Arts”). We toured Recreation Park and they also saw the potential for the program, especially at that park. Placer Arts offers yearly grants for up to \$5,000 for arts programs and projects. ARD staff suggested that a plan going forward would be to find funding to get a couple of art pieces (including a mural or two) placed at Recreation Park, with the thought being that this would entice other artists to want to participate. The Placer Arts staff has provided ARD with proposals, costs and ideas for moving forward.

ARD’s current Art in the Park policy, Proposal Form and Donation/Loan Agreements are attached.

Recommendation

Review, discuss and provide direction.

If this is something we want to pursue, the following are a few key components that will need to be realized:

- 1) Funding: While there are some grants available, ARD is going to need to come up with money in the budget, especially for the first few years. Outside of grants, this could come in several forms, including, but not limited to:
 - a) Allocating money in each year’s budget
 - b) Creating a “tax” on each class registration that would go toward this fund (legalities of this would need to be checked)
 - c) Fundraising events
 - d) Capital campaign
- 2) Partners: Who will ARD partner with to get this program moving? Placer Arts? Auburn’s Art Commission? Chamber of Commerce? Placer County Visitor’s Center?
- 3) How will the review and selection process be set up? Details can be established at a later date, but ARD will need to set up the framework for a review and selection process.

Fiscal Impact

N/A at this point

Attachments

Mural + Sculpture Park Proposal Research from Placer Arts
ARD Art in the Parks Policy
Art at ARD Proposal Form
Art at ARD Donation Agreement
Art at ARD Loan Agreement

Mural + Sculpture Park Proposal Research

April 2018

This document shall be used for inspiration towards the future mural + sculpture park for ARD Auburn Ca. All notes are suggestions acting as guidelines from ACPC for the RFP process. Both mural and sculpture notes are very similar, difference are only in location and medium.

Steps for "Request for Proposal" – Example timeline for both projects:

Call to Artist

RFP Deadline

Finalists Notified

Meeting with Finalists

2ND Round of Finalists Chosen

Final Artists Notified

Meeting with Artists

Install Artwork

MURAL PROPOSAL

ABOUT: About ARD, surrounding community. What the project was inspired by, the location's history / environment

THEME: Specify theme for artists to create. Outdoors? Recreation?

ELEGIBILITY: Artist residing in Placer County. Must be 18 or older. Must have experience with mural painting.

GUIDELINES: Individual artists or collaborative groups may apply.

SELECTION CRITERIA: Experienced, professional, timely, organized, strong sense of concept for artwork. Artwork proposed is complimentary to context of surrounding area. Durable, low maintenance, eco friendly, appropriate for outdoors and audience. Original work, site specific especially for weather conditions.

BUDGET: Approx. \$16,500 for the whole wall split into three panels. That \$16,500 could be divided by three artists if each panel were to be painted by a different artist. The cost broken down: Materials \$1,000 (lift, paint, etc.) + Design \$500 (artwork) + Labor \$4,000 (time). Need dimensions for the call to artist!!

INSTALLATION: Timeline? Could be done throughout a week. Or split up into three weeks?

DURATION: Must be done with quality materials. Artist provides graffiti coat? Or ARD? 5 yr. contact to maintain /repair?

PROMOTION: Opening ceremony? Ribbon cutting?

APPLICATION:

- Resume
- Artist Statement
- 5-10 images of previous related work
- Proposed sketch/design idea + concept
- Description of budget including materials and timeline
- Maintenance and Conservation plans

SCULPTURE PARK PROPSAL

ABOUT: About ARD, surrounding community. What the project was inspired by, the location's history / environment

THEME: Specify theme for artists to create. Outdoors? Recreation?

ELEGIBILITY: Artist residing in Placer County. Must be 18 or older. Must have experience with sculpture artwork.

GUIDELINES: Individual artists or collaborative groups may apply.

SELECTION CRITERIA: Experienced, professional, timely, organized, strong sense of concept for artwork. Artwork proposed is complimentary to context of surrounding area. Durable, low maintenance, eco friendly, appropriate for outdoors and audience. Original work, site specific especially for weather conditions.

BUDGET: Estimated sculpture stipend \$6,500 - \$10,000. Cost depends on scale of sculpture and material used? Budget covers transportation, research, insurance, travel, labor, design, and installation. Requested dimensions??

INSTALLATION: Timeline? Could be done throughout a week. Or split up into three weeks? Will ARD provide pedestals? What will the dimensions be? Will they be uniform throughout the park? If not does the artist need to provide the base/foundation support?

DURATION: Must be done with quality materials. Artist provides protective coat? Or ARD? 5 yr. contact to maintain /repair?

PROMOTION: Opening ceremony? Ribbon cutting?

APPLICATION:

- Resume
- Artist Statement
- 5-10 images of previous related work
- Proposed sketch/design idea + concept
- Description of budget including materials and timeline
- Maintenance and Conservation plans

Policy for approving art in ARD parks and facilities

XXXI. Public art policy

All proposals for art at ARD parks and facilities will be presented to the District Administrator via the Art at ARD proposal form. The District Administrator and staff will review the proposed artwork and approve the proposal, deny the proposal or request further information. Denied proposals can be appealed to the ARD Board of Directors for review and consideration. Appeals will be made at the next available Board of Director's meeting.

All reviews of proposed artwork should include a review by law enforcement.

A copy or photos of the approved artwork will be included in the staff report section of the ARD Board of Directors agenda packet. This information should be made available at the next available Board of Director's meeting.

For the purposes of this policy, art or artwork refers to permanent art (given/donated or loaned) intended to enrich ARD park and facility environments for residents and visitors. Permanent as described in this policy refers to art or artwork that is meant to remain in place for a period of at least 6 months.



Auburn Area Recreation and Park District ART at ARD PROPOSAL

Please complete this application as fully as possible

Date _____

Art/Project name _____

Is this Art/Project being ___ given/donated or ___ loaned to ARD? If it is being loaned, what the proposed length of time before the Art/Project will be returned to the artist? _____

Art/Project location (please include a sketch of the location)

Proposed by: _____

Phone: _____ E-Mail: _____

Address: _____

Please provide a description of the artwork, including conceptual drawings and/or photographs

Please provide a statement of reason or purpose of the artwork

Are you aware of any reasons that this artwork may be controversial? If so, please explain

Please describe the materials to be used in the creation of the artwork

Please describe the installation procedures for the artwork

Please describe any special maintenance requirements for the artwork

Please provide some information on your/the artist's background

Approximate Art/Project value \$ _____

Review policies

- All proposed art will be reviewed by ARD staff and local law enforcement. Please allow up to 60 days for review.
- Proposals will be approved, denied or sent back for further information.
- Denied proposals can be appealed to the ARD Board of Directors at the next available Board of Director's meeting.

If approved, the artist is responsible for and agrees to the following items and tasks:

- All financial considerations involved with the artwork, including installation, labor and materials. ARD is not prohibited from contributing financially to the artwork or installation thereof.
- Arranging for the development and installation of the artwork as per the approved proposal.
- Signing a donation agreement (if the art is a donation) unconditionally transferring ownership of the artwork, after installation, to the Auburn Area Recreation and Park District.
- Signing a loan agreement (if the art is on loan).
- Providing all required insurance coverage. The determination of whether insurance coverage is needed will be made by ARD staff.
- Understanding that all artwork is subject to removal should the artwork present a safety hazard, if there have been significant changes in the use, character or design of the site, if the artwork requires extensive maintenance, has a faulty design or workmanship or the artwork has been damaged and the repair is impractical or unfeasible. Significant, adverse public reaction to the artwork may also constitute removal.

I, the undersigned, have read and understand this document. I further understand that the Auburn Area Recreation District Board of Directors, staff and contractors are not responsible for the safety, security and condition of the artwork before, during or after installation at an ARD owned or managed facility.

Name (Printed)

Date

Signature

Signature of parent or legal guardian if artist is under 18 years of age

**Art in the Park
Donation Agreement**

Artist Name: _____
Artwork Title: _____
Artwork Location: _____
Date: _____

This agreement made between Auburn Area Recreation and Park District, hereinafter referred to as "DISTRICT", and _____, an independent artist, hereinafter referred to as "ARTIST".

SERVICES TO BE SUPPLIED BY CONTRACTOR

1. ARTIST agrees to provide artwork as described in the title above and in the Art at ARD Proposal dated _____. Unless otherwise indicated, ARTIST agrees to select and procure materials, equipment, supplies, labor and installation of whatever nature required to provide the artwork detailed above with no cost to the DISTRICT.
2. Upon completion of installation, ARTIST unconditionally transfers ownership of artwork to the DISTRICT.
3. This agreement will become effective on the date indicated above and will continue in effect throughout the lifespan of the artwork, unless sooner terminated as provided herein or extended or modified by Addendum document.
4. The parties hereto agree that at all times during the term of this agreement, ARTIST shall not be an employee of DISTRICT. ARTIST acknowledges, therefore, that s/he is not entitled to unemployment benefits upon termination of this contract or worker's compensation benefits should ARTIST sustain an injury in the course of performing services specified in this agreement. ARTIST acknowledges that s/he is not covered by DISTRICT'S liability insurance and that individual coverage is recommended by DISTRICT and in some cases may be required. ARTIST shall have no authority, expressed or implied, to act on behalf of DISTRICT in any capacity whatsoever as an agent except as DISTRICT may specify in writing.
5. ARTIST shall not have authority, expressed or implied, pursuant to this agreement, to bind DISTRICT to any obligation whatsoever. It is the responsibility of the ARTIST to secure any necessary permits, allowances, licenses and permissions that may be associated with the artwork.
6. Once the contract is finalized and thereby program dates and times are agreed upon by ARTIST and DISTRICT, ARTIST may not change artwork location or contents without prior confirmation of DISTRICT.

COMPENSATION

7. ARTIST agrees and understands that the DISTRICT will provide **no compensation** for this artwork.

INDEMNIFICATION

8. ARTIST agrees to indemnify, save and hold harmless DISTRICT, it's officers, directors, agents and employees from any and all claims, liability, damage and obligations of whatever nature, including all costs

of defending any claim, judgements, attorney's fees and attachments arising out of or in any way connected with any intentional or negligent act or omission by ARTIST in the performance of the services described herein.

TERMINATION OF AGREEMENT

9. Should either party default in the performance of this agreement, or if the artwork necessitates removal (per section #11) the other party shall provide written notice to defaulting party. If defaulting party does not cure such default, or take reasonable steps to cure such default: DISTRICT may terminate this agreement without notice; ARTIST may terminate this agreement with a 30 day written notice.

ADDITIONAL PROVISIONS

10. This agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the artwork by ARTIST, and contains all of the covenants and agreements between the parties with respect to such services. Each party of the agreement acknowledges that no representation or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this agreement shall be valid or binding.
11. ARTIST understands and agrees that all artwork is subject to removal should the artwork present a safety hazard, if there have been significant changes in the use, character or design of the site, if the artwork requires extensive maintenance, has a faulty design or workmanship or the artwork has been damaged and the repair is impractical or unfeasible. Significant, adverse public reaction to the artwork may also constitute removal.

ARTIST'S SIGNATURE _____ DATE _____

ARTIST'S NAME (print) _____

ADDRESS _____

PHONE (day) _____ PHONE (evening) _____

PARENT/LEGAL GUARDIAN SIGNATURE (if ARTIST is under 18 years of age)

_____ DATE _____

DISTRICT ADMINISTRATOR'S SIGNATURE _____ DATE _____

Art in the Park Loan Agreement

Artist Name: _____
Artwork Title: _____
Artwork Location: _____
Date: _____

This agreement made between Auburn Area Recreation and Park District, hereinafter referred to as "DISTRICT", and _____, an independent artist, hereinafter referred to as "ARTIST".

SERVICES TO BE SUPPLIED BY CONTRACTOR

1. ARTIST agrees to provide artwork as described in the title above and in the Art at ARD Proposal dated _____. Unless otherwise indicated, ARTIST agrees to select and procure materials, equipment, supplies, labor and installation of whatever nature required to provide the artwork detailed above with no cost to the DISTRICT.
2. ARTIST agrees and understands that the DISTRICT shall not be liable for damages, conditions or theft of loaned artwork.
3. This agreement will become effective on the date indicated above and will continue in effect until _____, unless sooner terminated as provided herein or extended or modified by Addendum document.
4. The parties hereto agree that at all times during the term of this agreement, ARTIST shall not be an employee of DISTRICT. ARTIST acknowledges, therefore, that s/he is not entitled to unemployment benefits upon termination of this contract or worker's compensation benefits should ARTIST sustain an injury in the course of performing services specified in this agreement. ARTIST acknowledges that s/he is not covered by DISTRICT'S liability insurance and that individual coverage is recommended by DISTRICT and in some cases may be required. ARTIST shall have no authority, expressed or implied, to act on behalf of DISTRICT in any capacity whatsoever as an agent except as DISTRICT may specify in writing.
5. ARTIST shall not have authority, expressed or implied, pursuant to this agreement, to bind DISTRICT to any obligation whatsoever. It is the responsibility of the ARTIST to secure any necessary permits, allowances, licenses and permissions that may be associated with the artwork.
6. Once the contract is finalized and thereby program dates and times are agreed upon by ARTIST and DISTRICT, ARTIST may not change artwork location or contents without prior confirmation of DISTRICT.

COMPENSATION

7. ARTIST agrees and understands that the DISTRICT will provide **no compensation** for this artwork.

INDEMNIFICATION

8. ARTIST agrees to indemnify, save and hold harmless DISTRICT, it's officers, directors, agents and employees from any and all claims, liability, damage and obligations of whatever nature, including all costs of defending any claim, judgements, attorney's fees and attachments arising out of or in any way connected

with any intentional or negligent act or omission by ARTIST in the performance of the services described herein.

TERMINATION OF AGREEMENT

9. Should either party default in the performance of this agreement, or if the artwork necessitates removal (per section #11) prior to the agreed upon term of this agreement, the other party shall provide written notice to defaulting party. If defaulting party does not cure such default, or take reasonable steps to cure such default: DISTRICT may terminate this agreement without notice; ARTIST may terminate this agreement with a 30 day written notice.

ADDITIONAL PROVISIONS

10. This agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the artwork by ARTIST, and contains all of the covenants and agreements between the parties with respect to such services. Each party of the agreement acknowledges that no representation or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this agreement shall be valid or binding.
11. ARTIST understands and agrees that all artwork is subject to removal should the artwork present a safety hazard, if there have been significant changes in the use, character or design of the site, if the artwork requires extensive maintenance, has a faulty design or workmanship or the artwork has been damaged and the repair is impractical or unfeasible. Significant, adverse public reaction to the artwork may also constitute removal.

ARTIST'S SIGNATURE _____ DATE _____

ARTIST'S NAME (print) _____

ADDRESS _____

PHONE (day) _____ PHONE (evening) _____

PARENT/LEGAL GUARDIAN SIGNATURE (if ARTIST is under 18 years of age)

_____ DATE _____

DISTRICT ADMINISTRATOR'S SIGNATURE _____ DATE _____

Item 3. Cover Sheet: Review of ARD's Adopt-A-Park Program

Auburn Area Recreation and Park District (ARD) Policy Committee meeting May, 2018

The Issue:

A review of ARD's Adopt a Park Program. Director Holbrook requested this review.

Background:

ARD currently has an Adopt-a-Park program. Information about this program is attached. This program has limited to no success. A small group from Placer High School (the PHS Environmental Club) was the last to adopt a park, in 2015.

Recommendation for the Policy Committee:

Review the current Adopt-a-Park information.

Staff feels that it is time to re-promote the program, using park signage, press releases and info via social media platforms.

Fiscal Impact:

Costs for the signs are nominal (\$45 per sign).

Attachments:

Adopt-A-Park Program Info from the ARD website
Adopt-A-Park application
Press Release and article re: PHS Environmental Club



THE AUBURN AREA RECREATION & PARKS DISTRICT

I WANT TO ...

Events

Parks

Facilities

Classes



ADOPT-A-PARK

Auburn Area Recreation and Park District's Adopt-A-Park Program

Adopt-A-Park is a fun, educational and worthwhile program that will provide your company or organization prominent recognition throughout the community while saving taxpayer dollars. You can assist in the enhancement and beautification of a local park with the cooperation of Auburn Area Recreation & Park District. This is a great way to promote civic responsibility, community pride and camaraderie among your organization.

WHO CAN PARTICIPATE?

- ▶ Individuals
- ▶ Community Groups
- ▶ Organizations
- ▶ Businesses

WHAT DOES PARTICIPATION INVOLVE?

Depending on the park that is chosen for sponsorship, the tasks will vary. A list of specific tasks to be performed at each park can be obtained from the Adopt-A-Park Coordinator. Typical tasks may include:

- ▶ Removing Litter
- ▶ Raking Leaves
- ▶ Clearing Weeds
- ▶ Sweeping Curbs
- ▶ Painting
- ▶ Planting/Maintaining Trees
- ▶ Washing Tennis Courts
- ▶ Removing Graffiti

Parks that are available for adoption are [Recreation Park](#), [Ashford Park](#), [Atwood Park](#), [Regional Park](#), [Christian Valley Park](#), [Meadow Vista Park](#), [Placer Hills Park](#), [Railhead Park](#) and other District owned property. Some of the larger parks may require a co-sponsorship due to the frequency of work days required. Further information on co-sponsorship parks can be provided by the Adopt-A-Park Coordinator.

WHAT COMMITMENT IS REQUIRED?

A two-year time commitment is required with workdays consisting of a minimum of hours established by ARD staff in relation to each individual park and or facility. All participants are expected to follow all safety requirements and attend a safety orientation conducted by Auburn Area Recreation & Park District prior to conducting on site work. Each organization must complete an Adopt-A-park Permit Application and assign one contact person to represent the group.

SAFETY

The program depends on the common sense and responsibility of individual participants. Participants must realize they are working in a potentially hazardous environment and diligently follow all safety requirements. All participants are expected to attend the safety orientation conducted by Auburn Area Recreation & Park District prior to conducting on site work. The group's representative should review all safety requirements with the group at the start of each scheduled workday. Participants are expected to use the safety gear provided by Auburn Area Recreation and Park District and should wear long pants and sturdy shoes or boots when conducting work. Participants hold the District harmless for death, injury or property damage, which might have been prevented by their action.



The Adopt-A-Highway Program was initiated by Caltrans to assist the state in managing its vast highway system and to establish positive working relationships with local groups wishing to help out in the public sector. The Auburn Area Recreation & Park District's Adopt-A-Park Program is built on the same premise and will allow the District to supplement its current maintenance efforts.

Participation will be aimed at individual residents, local businesses and community groups. Some park sites are so large that several groups may co-sponsor a single park. Participation in the Adopt-A-Park program will require a two-year time commitment from each group with planned quarterly work days consisting of a minimum of four hours per week scheduled projects. Additional work days and hours may be permitted upon request from the volunteering group. Depending on the park that is chosen for sponsorship, the tasks will vary although typical projects may include removing litter, raking leaves, clearing weeds, sweeping curbs and walkways, planting and maintaining trees and other landscape, painting, removing graffiti, and washing tennis courts. Each group will be required to submit a permit application (attached) and to designate one spokesperson to act as the group's representative and sole contact to the District. All workdays and projects will be scheduled and coordinated through the Facilities and Grounds Manager.

The District's Facilities and Grounds Manager or designee will provide safety training and orientation for participating groups in which all members are expected to attend. Under no circumstance would an individual be allowed to perform work without first attending this orientation. Acknowledgement of receipt of safety

OUR COMMITMENT

The Auburn Area Recreation & Park District will:

- ▶ lend your group safety gear
- ▶ conduct a safety orientation prior to work being conducted by the group at the chosen park site
- ▶ provide free trash bags for litter removal
- ▶ provide the necessary tools for projects to be conducted
- ▶ issue the permit at no charge
- ▶ pay for and install a recognition sign(s)
- ▶ assist your group with planting plans and technical help
- ▶ do not require insurance for volunteer participants

RECOGNITION

The Auburn Area Recreation & Park District will place a recognition sign on your adopted park. For parks that are sponsored by more than one group, a recognition sign will include all the names of the organizations responsible for sponsorship of the park. The decision to place signs, their size, content and location are at the sole discretion of the Auburn Area Recreation and Park District. Please allow three months for sign placement. Adopters may also provide customized recognition panels, subject to Auburn Area Recreation & Park District approval.

Your contributions will also be recognized in press releases from Auburn Area Recreation & Park District and a certificate of appreciation will be awarded when your project is complete. Recognition will also be given in the Auburn Area Recreation & Park District Activity Guide.

HOW TO GET STARTED

Contact the Auburn Area Recreation & Park District at (530) 885-8461 ext. 102 for further information on the parks that are adoptable and the work to be performed at each site.

Upon locating a park that you wish to adopt, designate one spokesperson to represent the group and then submit a permit application. Within three weeks of submitting your permit application, the Adopt-A-Park Coordinator will provide you with additional information and schedule your group's first workday.

Instruction and orientation will be signed off on by each participant and kept on file at the maintenance office. The District will also provide the tools necessary for projects to be conducted and will lend the group the necessary safety gear. In addition, all participants will be required to sign in and out every volunteer day.

The District will place a recognition sign on the group's adopted park. For parks that are sponsored by more than one group, a recognition sign will include all names of the organizations responsible for the sponsorship of the park. The decision to place signs, their size, content and location are the sole discretion of the Auburn Area Recreation & Park District.

Adopters may provide customized recognition panels, subject to the District's approval.

Contributions will be further recognized in press releases from the Auburn Area Recreation & Park District and a certificate of appreciation will be awarded when the group's project is complete. Recognition will also be given in the District's activity guide.

THE AUBURN AREA RECREATION & PARKS DISTRICT | Auburn, CA

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Adopt – A – Park Permit Application

Organization/Individuals name: _____

Organization/Individual's address: _____

Organization/Individual's phone/e-mail: _____

Contact Person: _____ Phone: _____

E-Mail: _____

Park being adopted:

Proposed duties/tasks to include:

Note: The organization/individual may terminate this agreement after giving 10 days written notice. The Auburn Recreation District reserves the right to terminate this agreement at any time.

All organizations and individuals must adhere to the Auburn Recreation District's safety guidelines and regulations as spelled out in the attached Adopt – A – Park documents and as directed by Auburn Recreation District staff.

Signature of Organization/Individual Contact:

_____ Date: _____

The Auburn Recreation District reserves the right to reject any application.

PRESS RELEASE
FOR IMMEDIATE RELEASE

Contact: Kahl Muscott, District Administrator, Auburn Area Recreation and Park District
(530) 885-0611 ext. 103 kmuscott@auburnrec.com

October, 2015

Placer High Environmental Club adopts Railhead Park

While looking for a way for the Placer High School Environmental Club to give back to the Auburn community, the club found the Auburn Recreation District's (ARD) "Adopt-A-Park" program. Right away, the club applied to adopt Railhead Park.

The ARD Adopt-A-Park program was established to provide positive working relationships for local groups wishing to help out in the public sector. The program also allows ARD to supplement its current maintenance program.

ARD provides amazing parks around Auburn for sporting events, family picnics and so much more. Railhead Park is a beautiful park near Placer High School, used mainly for its two competition-sized soccer fields. It is a clean and well maintained park, however the Club pitches in to help out. The Club mainly does rounds of trash clean up and weeding at the park. They have also been available for other projects at the park, including painting or helping with maintenance.

"I like it that our club has the opportunity to give back to the community." said sophomore Brenn Haydon. "I hope more groups can Adopt-A-Park."

The club hopes that they will raise awareness about keeping our beautiful town clean and free of plastic trash.

"It's amazing how much plastic winds up by the canal and in the canyon. It blows around and ends up in areas where it can damage wildlife and find its way to our waterways." said Paige Roper, the Environmental Club president.

Lily Worthington, who was weeding at the park on Monday said, "I have grown up using the park and I am happy we can help keep it nice. It's an asset to our community."

Larry Gray, ARD's Facilities and Grounds Manager is duly impressed by the PHS Environmental Club. "It is a great organization doing a wonderful job at Railhead Park", remarked Gray.

"The Environmental Club has been a burst of energy for ARD's maintenance efforts at Railhead Park. The weeding needed at the park is substantial, and the Club has stepped up and took on the role with smiles on their faces" remarked Kahl Muscott, ARD's District Administrator.

For more information on the Adopt-A-Park program, please contact ARD at (530) 885-0611 ext. 102.

Placer Environmental Club adopts Railhead Park

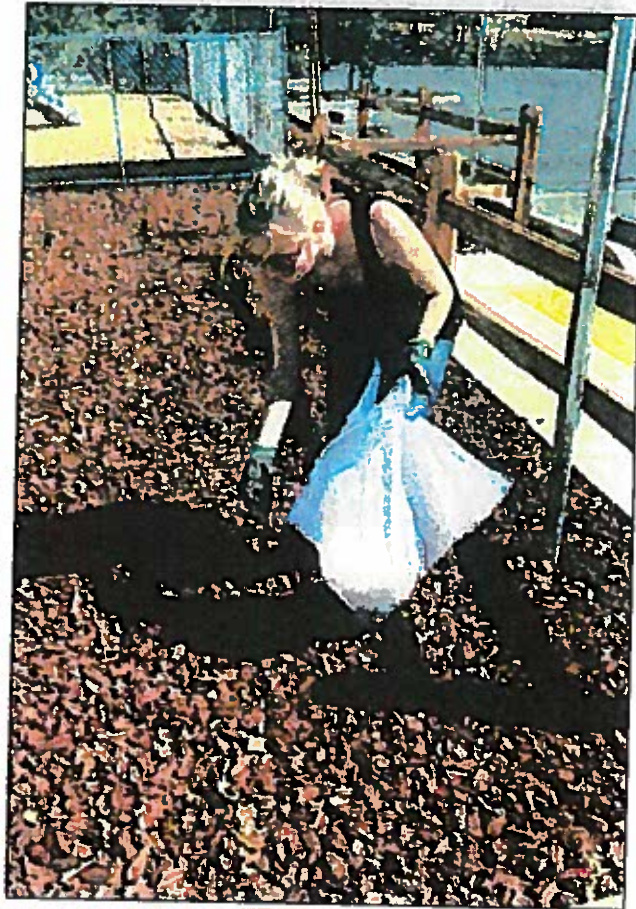
BY KAHL MUSCOTT
FOR THE AUBURN JOURNAL

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COURTESY TO THE JOURNAL
Placer High Environmental Club member Brenn Haydon clears trash at Railhead Park.

helping with maintenance.

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Auburn Journal

10-14-15

Item 4. Cover sheet – Un-neutered dogs at the Dog Park

Auburn Area Recreation and Park District Policy Committee May, 2018

The Issue

A discussion regarding un-neutered dogs at the Ashley Memorial Dog Park. This item was requested to be reviewed at the April 26, 2018 ARD Board meeting.

Background

The Ashley Memorial Dog Park has a set of rules adopted by ARD (see “Dog Park Rules” attachment).

A recent incident at the AMDP prompted a request to review whether ARD should consider adding a rule about un-neutered dogs using the facility.

Staff asked other parks and recreation agencies if they have such a rule in their dog park. Their responses are attached.

Recommendation

Review and discuss. If the Policy Committee would like to add this rule, staff can bring back proposed language to the June, 2018 Policy Meeting for consideration.

Fiscal Impact

The cost to purchase a new sign and have it installed is approximately \$150.00

Attachments

Dog Park Rules

Responses from other Parks and Recreation agencies re: un-neutered dogs at the Dog Parks

ARD Park Rules

Dog Park Rules

This park was built for your enjoyment; please be responsible and help keep it clean by picking up after your dog and yourself – Bag stations and trash cans are available throughout the park

Dogs **MUST** be leashed prior to entering and upon leaving the dog park

All dog handlers **MUST** carry a leash

Dogs **MUST** be under voice control and be in sight of their handler

Limit of three dogs allowed per dog handler

YOU are responsible for your actions and those of your dog(s) and children

Any dog(s) exhibiting aggression **MUST** be **IMMEDIATELY REMOVED** from the park

Children under 15 years of age **MUST** be supervised by a responsible adult

All dogs **MUST** display current license and be at least 6 months of age

Dogs that are sick, in heat or having fleas or ticks are not permitted

Consumption of alcohol and food, the use of glass containers and smoking are not allowed.

Pond and dog equipment is for **DOG PLAY ONLY**. People are not allowed in pond or on the dog equipment at any time

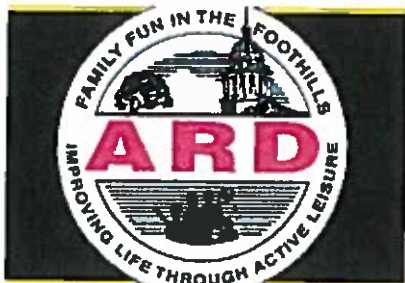
All personal/dog items must be removed when leaving park or they will be discarded or disposed

ARD may close any part of the Dog Park at any time for maintenance, repair and safety; said closure(s) may require sharing of either dog-play area

Park users and dog handlers assume ALL risks related to park use - Auburn Recreation and Park District and Ashley Memorial Dog Park Foundation are not responsible for injuries/losses.

The Ashley Memorial Dog Park Foundation is financially responsible for waste bags and any/all improvements. Your tax deductible cash donation will help maintain park and add improvements. Federal Tax ID# 20-2166927 Contributions may be sent to:

**Ashley Memorial Dog Park Foundation, 578 Lincoln Way, Auburn, CA
95603**



**Please report any unauthorized activity to the
Auburn Recreation District at 530-885-8461**

**City of Auburn Police Department 530-823-4237;
Emergencies call 9-1-1**

CITY OF AUBURN MUNICIPAL

CODES:

Dogs off leash outside of dog park fenced area 97.074

Littering including pet waste 97.010

Responses from other agencies re: un-neutered dogs in dog parks May, 2018

Have a rule against un-neutered dogs:

Yes, we do not allow un neuter dogs in the park.
Duane Burk, Beaumont-Cherry Valley RPD

Do not have a rule against un-neutered dogs:

Good Morning! Yes, we do have a Dog Park.
The District does not have a rule for UN-neutered Dogs
Mike Rodriguez, Mt. Shasta RPD

No
Keith Maddison
Carmichael RPD

As of this time we have no policy against un-neutered dogs using the park

Mark Johnson
Rancho Simi Parks and Rec

No, but all pets must be well behaved and under voice control. Pets that are in heat are not allowed, as are pets that are aggressive are not allowed.

Stephen Fraher, Arcade Creek RPD

No, but do have these rules:

- Each dog must display a current license and be properly inoculated, healthy, and parasite-free. No dog that is sick, in heat, vicious, aggressive or has previously bitten any person is permitted in the off-leash area.
- No female dogs in heat or puppies under five months of age, due to their vulnerability to disease and injury, are allowed in a Dog Park.

Mary Otten, Pleasant Valley RPD

No, but shared link to rules that included this info:

8. Aggressive dogs are not allowed in the Dog Park. Dogs exhibiting aggressive behavior are to be IMMEDIATELY removed from the park. An aggressive dog is defined as any dog that is determined by the District to pose a threat to dogs or people by virtue of a single incident or history of unprovoked acts of aggression against people or animals. The District reserves the right to prohibit any type or breed of dog from entering the Dog Park.

9. Dogs must display current license and must be properly inoculated, healthy (no contagious conditions), and parasite-free. In the event of dog bite or injury, the owner/guardian must exchange current tag information and phone number.

10. Female dogs in any stage of heat are not permitted in the Dog Park.

Theresa Pennington, Rancho Simi RPD

Hi Kahl.

Valley-Wide does not
Dean Wetter, Valley-Wide RPD

We presently do not have a policy against un-neutered dogs but we are considering one.

Mike Grace, Fulton-El Camino RPD

No policy regarding un-neutered. Sounds like a tough one to enforce.

"Animals on leash or under owner's control" is the only statement regarding dogs in DRPD park(s).

Brian Wilson, Durham RPD

Folsom does not.

Robert Goss, City of Folsom Rec Dept.

Un-neutered dogs not encouraged:

From our rules:

"No female dogs in heat. We strongly urge you not to bring any unspayed or unneutered dogs to the dog park. Their presence causes increased arousal of other dogs and, therefore,

exposes everyone to an increased risk of dog fights.”

Tom Hare, Conejo RPD

CRPD rules state “Un-spayed and un-neutered are discouraged and must be carefully monitored.

Patrick Larkin, Cordova RPD