

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

**WEDNESDAY, DECEMBER 7, 2022, 12:30 PM**

**CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
AUBURN, CA**

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The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/84730050762>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 847 3005 0762 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.

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**1.0 CALL TO ORDER**

Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_

**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 November 9, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)**

**Recommendation:** Review and approve minutes.

**4.2 Approval of Legal Bills**

None.

**4.3 Increase in Minimum Wage (Pages 5-6)**

Shall the Auburn Area Recreation and Park District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases?

**4.4 Fee Waivers Policy Review (Pages 7-10)**

Shall the Auburn Recreation District (ARD) consider modifying its policy, criteria and/or the amounts of fees that are waived for future Fee Waivers at ARD?

**Discussion items:**

None.

**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:

12/02/2022  
Date

10:00 AM  
Time

Carley Wayford  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Wednesday, November 9, 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 12:34 PM

**ROLL CALL**

Director Holbrook and Director Ainsleigh 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 October, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the October 27, 2022, Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook and Director Ainsleigh.

**4.2 Approval of Legal Bills**

The Legal Bills were approved by the Committee.

**4.3 Change in the Auburn Area Recreation and Park District's District Policy Manual (Investment Policy)**

Director Holbrook recommended the Board of Directors approve changing the Auburn Area Recreation and Park District's District Policy Manual (Investment Policy). Director Ainsleigh would like a monthly report from CEPPT starting in December, then approve the new Investment Policy.

**4.4 Fee Waiver Policy Review**

Director Holbrook and Director Ainsleigh reviewed the Fee Waiver Policy and forwarded the proposed changes to the Board of Directors with a positive recommendation.

**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 1:00 PM.

Cathy Wainford  
Board Secretary

11/18/2022  
Date

### **4.3 Cover Sheet for Increase in Minimum Wage**

**Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting December, 2022.**

#### **The Issue**

Shall the Auburn Area Recreation and Park District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases?

#### **Background**

The minimum wage in California is set to increase to \$15.50 on January 1, 2023. The adjustments to ARD positions include job descriptions below minimum wage as well as manager job descriptions below minimum salary ranges (Labor Code, § 515, subd. (a); Cal. Code of Regs., tit. 8, § 11040)

ARD Policy on salary schedules:

#### **2.20 Salary Schedule Ranges**

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description will receive a commensurate salary or wage increase.

#### **Recommendation**

Staff recommends that the Finance Committee approve these increases as mandated by law and send to consent calendar for Board approval.

#### **Fiscal Impact**

\$701 for the remaining 2022-23 fiscal year (this amount is in the current budget), \$2,476 for 2023-2024 fiscal year.

#### **Attachment:**

Spreadsheet of proposed Job Description changes

**Job Description Changes**  
**Proposed Minimum Wage Increases - January 1, 2023**

**Aquatics**

<u>Assistant Coach - Competitive Swimming</u>		Wage Scale	
Current	15.00	to	19.26
<b>New</b>	<b>15.50</b>	<b>to</b>	<b>19.90</b> 3.3%

**Assistant Coach - Synchronized Swimming**

<u>Assistant Coach - Synchronized Swimming</u>		Wage Scale	
Current	15.00	to	19.26
<b>New</b>	<b>15.50</b>	<b>to</b>	<b>19.90</b> 3.3%

**Cashier - Pool**

<u>Cashier - Pool</u>		Wage Scale	
Current	15.00	to	19.26
<b>New</b>	<b>15.50</b>	<b>to</b>	<b>19.90</b> 3.3%

**Swim-Aide**

<u>Swim-Aide</u>		Wage Scale	
Current	15.00	to	19.26
<b>New</b>	<b>15.50</b>	<b>to</b>	<b>19.90</b> 3.3%

**Youth Services**

<u>Youth Services Manager</u>		Wage Scale	
Current	30.00	to	40.12
<b>New</b>	<b>31.00</b>	<b>to</b>	<b>42.66</b> 0.03%

**Recreation**

<u>Recreation Aide I</u>		Wage Scale	
Current	15.00	to	19.26
<b>New</b>	<b>15.50</b>	<b>to</b>	<b>19.90</b> 3.3%

**Scorekeeper**

<u>Scorekeeper</u>		Wage Scale	
Current	15.00	to	19.25
<b>New</b>	<b>15.50</b>	<b>to</b>	<b>19.90</b> 3.3%

**Customer Service**

<u>Customer Service/Mktg Manager</u>		Wage Scale	
Current	30.90	to	41.32
<b>New</b>	<b>31.00</b>	<b>to</b>	<b>42.66</b> 0.003%

## **4.4 Cover sheet – Fee Waivers Policy Review**

**Auburn Area Recreation and Park District Policy Committee November, 2022; Board of Directors meeting November, 2022; Policy Committee meeting December, 2022**

### **The Issue**

Shall the Auburn Recreation District (ARD) consider modifying its policy, criteria and/or the amounts of fees that are waived for future Fee Waivers at ARD?

### **Background**

As costs have increased for almost everything under ARD's control, staff is proposing to reconsider the percentage of fee waivers that are given to various groups. Staff has also noted that the current reduced rates are well below market average, in most cases.

These proposed changes are attached.

The following is a review of how much was waived over the past several years:

FY 09/10: \$15,689  
FY 10/11: \$16,676  
FY 11/12: \$16,298  
FY 12/13: \$19,263  
FY 13/14: \$9,627  
FY 14/15: \$11,678  
FY 15/16: \$13,341  
FY 16/17: \$19,515  
FY 17/18: \$9,743  
FY 18/19: \$13,113  
FY 19/20: \$15,532  
FY 20/21: \$0 (COVID)  
FY 21/22: \$4,731 (partial COVID)  
FY 22/23: \$5,988 (through 6 months)

### **Other related policies**

ARD has a policy regarding charitable donations:

- ARD District Policy, Section XIII
  - C. Policy on Charitable Donations from ARD to Outside Organizations

ARD may, from time to time, consider making donations to charitable entities or outside agencies. These donations must fall within ARD's specifically enumerated powers (Parks and Recreation) and must meet one of the following three criteria:

1. The charity/agency must provide a service that complements or enhances services provided by ARD.
2. There is an identifiable secondary benefit to ARD.
3. The charity/agency provides a service that ARD could provide but chooses not to.

Should a donation request meet one of the criteria listed above, staff will forward the request to the ARD Policy Committee for consideration and recommendation. If the Policy Committee recommends approval of the donation request, it will be sent to the ARD Board of Directors for approval as a consent calendar item.

### **Recommendation for the Policy Committee**

Review, make any proposed changes and forward to the Board with a recommendation.

The Board of Directors reviewed the proposed changes at the November 17<sup>th</sup>, 2022 Board of Directors meeting and voted to send it back to the Policy Committee for further review.

### **Fiscal Impact**

N/A

### **Attachments**

Proposed amendments to ARD's Fee Waiver Policy (as was changed at the Policy Committee meeting in November)



## Proposed amendments to the Auburn Area Recreation and Park District Fee Waiver Policy (includes amendments proposed at November Policy Committee meeting)

### XXIX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events for once per year, annual events or rentals. The following rules will apply for Fee Waivers:

- A. A ~~10%~~ ~~30%~~ processing fee, based on the current "A/B" rate, will be charged for all fee waivers. ~~This fee does not apply to peak usage rentals paying 50%.~~
- B. A ~~20%~~ ~~50%~~ processing fee, based on the current "A/B" rate, will be applied to all groups that charge admission or do not meet at least one of the following criteria:
  - 1. The non-profit charity/agency must provide a service that complements or enhances services provided by ARD.
  - 2. There is an identifiable secondary benefit to ARD.
  - 3. The charity/agency provides a service that ARD could provide but chooses not to.

~~This fee does not apply to peak usage rentals paying 50%.~~

~~Placer High Safe and Sober Grad Night will be maintained at a 10% fee.~~

- C. ~~During peak usage times, fee waivers will normally not exceed 50% of the current fees. Custodial and alcohol fees will normally not be waived during these peak periods.~~

~~Peak usage times for facilities are as follows:~~

~~Picnic Units: April – October, Gymnasiums: December – March,  
Baseball fields: February – July, Soccer fields: July – November  
Swimming pools: May – July.~~

- D. ARD staff can approve fee waivers up to a dollar amount of \$2,000. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar.
- E. ~~Fee waiver requests not in accordance with this policy can be appealed to the Board of Directors. The Board may approve a different fee waiver amount with a minimum 4/5<sup>th</sup> vote.~~
- F. The person or organization making the fee waiver request should be responsible for the following:
  - 1. Paying applicable custodial, set up/take down fee.
  - 2. Paying the alcohol fee, if applicable.  
Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).

3. Special Events – events over 250 attendees require a dumpster.
4. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
5. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.