

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**  
**WEDNESDAY, NOVEMBER 9, 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/83155495360>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 831 5549 5360 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 \_\_\_\_\_ 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 October 17, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)**

**Recommendation:** Review and approve minutes.

**4.2 Approval of Legal Bills**

**4.3 Change in the Auburn Area Recreation and Park District's District Policy Manual (Investment Policy) (Pages 5-7)**

Shall the Auburn Area Recreation and Park District (District) approve changes to the District Policy Manual to update the Investment Policy to include recommended verbiage and additional governmental codes and delegate investment authority to the Administrative Services Manager (Treasurer) for a one-year period?

**4.4 Fee Waivers Policy Review (Pages 8-11)**

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:

11/4/2022  
Date

10:15Am  
Time

Cathy Wayfar  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Monday, October 17, 2022 at 11:30 AM  
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 11:37 AM

**ROLL CALL**

Director Holbrook and Director Ainsleigh were present. Director Ferris was absent.

**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 September, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the September 21, 2022, Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

**4.2 Approval of Legal Bills**

None.

**Discussion items:**

1. SDLF District of Distinction Accreditation. This item was discussed and forwarded to the Board of Director's meeting.

**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 11:47 AM.

Cathy Warford  
Board Secretary

10/31/2022  
Date

## Item 4.3 Cover Sheet: Change in the Auburn Area Recreation and Park District's District Policy Manual (Investment Policy)

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

### The Issue

Shall the Auburn Area Recreation and Park District (District) approve changes to the District Policy Manual to update the Investment Policy to include recommended verbiage and additional governmental codes and delegate investment authority to the Administrative Services Manager (Treasurer) for a one-year period?

### Background

In July, 2018, the Board of Director's approved an Investment Policy for the District. In April of 2022, the Board of Director's approved an updated Investment Policy to include the California Employers' Pension Prefunding Trust as an additional investment strategy.

CSDA has suggested a sample policy for Districts that do not have an Investment Policy currently. After reading over the sample policy, it is in the District's best interest to adopt it as part of ARD's District Policies, eliminating the current Investment policy.

Government Code § 53646: *Section 53646 of the California Government Code (Code), requires that the Board, on an annual basis and at a public meeting, review and approve the Investment Policy.*

### District Policies

#### **I. Budget**

##### *(Current Policy)*

- I. Investment Policy.** The District has a fiduciary responsibility for reserved funds. The District is required to protect the value of the District's reserves, grow the reserves with limited risk and allow for liquidity for cashflow needs. For these reasons, the District deposits most funds with the Placer County Treasury. The Treasurer maintains pooled funds; including the District's funds and invests prudently based on their Investment Policy. Placer County Treasury complies with California Government Codes 53646, 53684, 27013, 26920(a) and 26905.

The District invests annually (minimum) in a California Employers' Pension Prefunding Trust (CEPPT). There are two conservative strategies within this fund. Strategy 1 is slightly more volatile and this is where the District saves for future CalPERS Retirement costs. Strategy 2 is more conservative and the District has invested most of its Contingency Fund Reserves here. Should the District need funds in an emergency climate, the District can access up to one year's retirement expense from this fund. Staff will provide statements to the Board quarterly reflecting investment results.

*(Proposed Policy)*

f. Investment Policy.

- A) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1);
- B) Government Code Sections 53601 or 53635, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency (GC § 53684); these fund transfers shall require the adoption of a resolution.
- C) The treasurer or fiscal officer of a local agency shall annually prepare and submit a statement of investment policy and such policy. Any changes thereto, shall be considered by the local agency's legislative body at a public meeting (GC § 53646). A statement may also be annually presented to any oversight agency of the local agency;
- D) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds as defined in GC §53600 et seq.

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District. The Board and persons authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued

quarterly treasury report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the fiscal officer shall notify the Board immediately.

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- A) Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B) The secondary objective shall be to meet the liquidity needs of the District.
- C) The third objective shall be to achieve a return on the funds under the District's control.

The District will comply with the reporting requirements as defined in GC §53646 et seq. and GC §53607.

The verbiage highlighted in **YELLOW** is the existing Investment Policy.

**Recommendation**

Staff recommends the Policy Committee approve the new Investment Policy to replace the old Investment Policy and delegates investment authority to the Administrative Services Manager for a period of one-year and forwards this to the consent calendar for the Board of Directors to review, approve and adopt the changes to the District Policy Manual.

**Fiscal Impact:**

None

## 4.4 Cover sheet – Fee Waivers Policy Review

**Auburn Area Recreation and Park District Policy Committee November, 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 and provide a positive recommendation to the Board to approve the proposed amendments to ARD's Fee Waiver policy

**Fiscal Impact**

N/A

**Attachments**

Proposed amendments to ARD's Fee Waiver Policy

## Proposed amendments to the Auburn Area Recreation and Park District Fee Waiver Policy

### 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%~~ 50% 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%~~ 60% 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. 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.