

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**
WEDNESDAY, SEPTEMBER 21, 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 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/89086214474>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 890 8621 4474 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 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 August 17, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Increase in Wage Scales, Pay Rate Increases (Pages 5-19)

Shall the Auburn Area Recreation and Park District increase pay scales and provide modest pay increases for certain management job descriptions, based on a recent salary survey?

4.3 ARD's Medical Family Benefit Policy Update (Pages 20-24)

Shall the Personnel, Policy, Fee & Legal Review Committee recommend approving changes to the Personnel Policy regarding District benefits for the CalPERS medical coverage for employees?

4.4 Shaping Public Opinion (Pages 25-46)

Shall ARD review and consider creating policies and/or goals for social media posts and the sharing of ARD information?

4.5 Approval of Legal Bills

None.

Discussion items:

1. SDLF District of Distinction Accreditation (Pages 47-52)

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:

9/15/2022
Date

1:30pm
Time

Carly Weyford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, August 17, 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 p.m.

ROLL CALL

Director Holbrook was 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 July, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

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

4.2 Shaping Public Opinion

Director Holbrook suggested that an Annual Report be put in with the Activity Guide. It was suggested that we target either the Fall or Winter edition of the Activity Guide.

Director Holbrook requested that this item come back to the September Policy Committee for further review with Director Ferris.

Director Holbrook also requested that we set up a screen-share so that staff could display certain settings on the District Facebook account.

4.3 Approval of Legal Bills

None.

Discussion items:

None.

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

None.

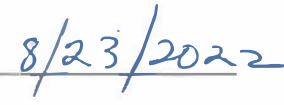
6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:55 p.m.


Board Secretary


Date

4.2 Cover Sheet - Increase in Wage Scales, Pay Rate Increases

**Auburn Area Recreation and Park District (District) Policy Committee meeting
September, 2022.**

The Issue

Shall the Auburn Area Recreation and Park District increase pay scales and provide modest pay increases for certain management job descriptions, based on a recent salary survey?

Background

While subordinate staff have had pay scale changes in the last multiple years, ARD managers have not seen those changes. ARD managers also accepted a lower COLA in April than the rest of staff.

Carmichael Recreation and Park District did a recent salary survey that the Auburn Area Recreation and Park District participated in. The results of that salary survey show that the District has three (3) Job Descriptions that need to be reviewed.

Landscape Architect

Existing Wage rate range: \$38.04 - \$51.06
**Proposed Wage rate range: \$43.75 - \$58.72 (15% increase)*
**None currently in this job description*

Project Manager

Existing Wage rate range: \$38.04 - \$51.06
**Proposed Wage rate range: \$43.75 - \$58.72 (15% increase)*
**Proposing a 5% increase to one employee's current pay rate*

Recreation Services Manager

Existing Wage rate range: \$30.90 - \$44.14
**Proposed Wage rate range: \$37.08 - \$52.97 (20% increase)*
**Proposing a 5% increase to on employee's current pay rate*

Facilities and Grounds Manager

Existing Wage rate range: \$36.52 - 48.99
**Proposed Wage rate range: \$40.17 - 53.89 (10% increase)*
**Proposing a 3% increase to on employee's current pay rate*

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.

Recommendation

Staff recommends that the Policy Committee send a positive recommendation to the Board to increase pay scales and provide modest pay increases for certain management job descriptions for the following positions: Landscape Architect; Project Manager; Recreation Services Manager; and Facilities and Grounds Manager job descriptions.

Fiscal Impact

The Fiscal Impact for 2022-2023 is \$7,188.

The Fiscal Impact for 2023-2024 is \$27,700.

These increases are being included in the Budget Revision for FY 22/23 and the Preliminary Budget for FY 23/24.

Attachments

Landscape Architect Job Description

Project Manager Job Description

Recreation Services Manager Job Description

Facilities and Grounds Manager Job Description

Salary Survey Results



LANDSCAPE ARCHITECT

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Landscape Architect provides professional landscape architectural services with planning, design and development of projects in connection with parks, recreation areas and District facilities. The Landscape Architect also provides plan review and contract/project management.

ESSENTIAL JOB FUNCTIONS:

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

- Provides services as a project manager on approved projects
- Inspects or directs inspection of developed projects
- Negotiates, administers contracts and acts as a liaison with consulting project architects, engineers and contractors
- Participates in the preparation of environmental documents, including working with environmental consultants and District staff
- Reviews plans and construction documents for conformance with project objectives in construction, maintenance and cost limitations
- Provide recommendations and technical advice to the District Administrator and department managers
- Provides technical advice on landscape maintenance projects, including the selection, planting and preservation of trees, shrubs and grasses
- Assists in the District's preparation of its annual budget, including C.I.P. estimates and operations and management
- On an as required basis, assist with or write grants
- Coordinates and cooperates with Facilities and Grounds Manager in providing staff needed with special projects
- Responsible for attending all meetings associated with this position, including evening board meetings. Preparation of charts, maps and plans for presentations at these meetings
- Prepares and develops landscape architectural plans, construction documents and cost estimates for the development or improvement of parks, recreational facilities and District buildings
- Coordinating the preparation and development of complex site plans and design of landscape development projects
- Coordinates and directs surveying, mapping and other data collection

NON-ESSENTIAL JOB FUNCTIONS:

- Designs and prepares contract documents in Auto CAD format
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; have knowledge of the following: theories, principles and practices common to landscape architecture at parks and community centers; principles and practices common to project management for California Public Agencies, including plan review, negotiations, inspections, working with CEQA, State, City, County and ADA regulations, public contract law concepts; strong communication skills, both orally and in writing; analyze and resolve unusual situations through application of District policy; 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.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture or related field **AND**

Experience: at least 3 years of full-time landscape architectural experience **AND**

License or certificate: Possession of a valid California registered landscape architect license.

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 plans, documents, inspecting work and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 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, 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 construction and maintenance equipment.

Position requires both day and evening hours, and may include weekend shifts.

COMPENSATION: Salaried exempt non-union position for full-time; hourly non-exempt non-union position for part-time.

Wage rate range

\$38.04 - \$51.06

\$43.75 - \$58.72 Proposed

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



PROJECT MANAGER (FT/PT)

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Project Manager provides professional planning, design and development of projects in connection with parks, recreation areas and District facilities. The Project Manager also provides plan review and contract/project management.

ESSENTIAL JOB FUNCTIONS:

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

- Provides services as a project manager on approved projects
- Inspects or directs inspection of developed projects
- Negotiates, administers contracts and acts as a liaison with consulting project architects, engineers and contractors
- Participates in the preparation of environmental documents, including working with environmental consultants and District staff
- Reviews plans and construction documents for conformance with project objectives in construction, maintenance and cost limitations
- Prepares documents and administers public bid process for projects of different sizes and scopes
- Provide recommendations and technical advice to the District Administrator and department managers
- Assists in the District's preparation of its annual budget, including C.I.P. estimates and operations and management
- On an as required basis, assist with or write grants
- Coordinates and cooperates with Facilities and Grounds Manager in providing staff needed with special projects
- Responsible for attending all meetings associated with this position, including evening board meetings. Preparation of charts, maps and plans for presentations at these meetings
- Prepares and develops plans, construction documents and cost estimates for the development or improvement of parks, recreational facilities and District buildings
- Coordinates and directs surveying, mapping and other data collection

NON-ESSENTIAL JOB FUNCTIONS:

- Knowledge of Auto CAD preferred
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; have knowledge of the following: theories, principles and practices common to landscape architecture at parks and community centers; principles and practices common to project management for California Public Agencies, including plan review, negotiations, inspections, working with CEQA, State, City, County and ADA regulations, public contract law concepts; knowledge of or proficiency in Auto CAD preferred, strong communication skills, both orally and in writing; analyze and resolve unusual situations through application of District policy; 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.



EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Graduation from an accredited four-year college or university with a degree in Landscape Architecture, Urban Planning or related field; five years full-time experience in community, military, or collegiate parks management or community development, with a minimum of three years as a Project Manager or Park Planner; or an equivalent combination of education and experience.

License or certificate:

Registered Landscape Architect preferred.

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, occasionally on uneven terrain. The position also requires both near and far vision when reviewing plans, documents, inspecting work and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 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, hot and cold and be exposed to heavy dust, pollen, sun and rain. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around construction and maintenance equipment.

Position requires both day and evening hours, and may include weekend shifts.

COMPENSATION: Salaried exempt non-union position for full-time; hourly non-exempt non-union position for part-time.

Wage rate range

\$38.04 - \$51.06

\$43.75 - \$58.72 Proposed

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



RECREATION SERVICES MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Recreation Services Manager will be responsible for developing and implementing a comprehensive plan for service-oriented management of all recreation programs within the District including, but not limited to, adult, teen and youth sports, aquatics, special events, and special interest classes. The Manager is responsible for training a staff of Coordinators and others to assist with these duties. 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:

- Supervises full and part-time, seasonal and volunteer staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Represent District at community functions and act as liaison between local service groups and District. Serve on community committees
- Design and implement yearly budgetary guidelines for recreation programs
- General supervision of recreation programs
- Negotiation of departmental service contracts for District Administrator approval
- Prepare mailings for upcoming programs and assist office staff with registration as needed
- Aid coordinators in preparing all necessary site materials for efficient and safe recreation programs
- Assist coordinators with disciplinary issues and enforcement of "Athletic Code of Conduct"
- Have knowledge of rules for sports, setting up leagues, and tournament formats
- Recruitment and retention of special interest instructors; development of special interest programming
- Recruiting, hiring and training aquatics staff including coordinator, swimming instructors, lifeguards, and coaches (both swimming and synchronized swim teams)
- Attend Valley Foothill Competitive Aquatics League (VFCAL) meetings as the District representative and decision maker for Robalos Swimming and Mermaids Synchronized Swimming teams
- Serve as advisor for Youth Assistance Fund and solicit potential contributors
- Creation and distribution of District's activity guide
- Ensure completion of paperwork by all Recreation Department new hires
- Write articles and news releases for distribution to the local media
- Use of current registration and reservation tracking software to input, cancel, reserve, and change facilities and class information
- Responds quickly to all safety related issues
- Serve on District Safety Committee as required
- Review and approve department time on the time clock system; ensure that all entries are correct
- Attend periodic manager's meetings, Parent's Club meetings, and other District activities as needed
- Coordinate, prepare and assist with Special Events, including, but not limited to Party in the Park, Auburn Harvest Festival, Food Truck Fiesta, Obstacle Race, Ain't Necessarily Dead Festival, and assorted minor events
- Secure sponsor donations and in-kind sponsorships in support of District events
- Retain sponsors and partners through on-going relationships
- Answers telephone and responds to questions from the public
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District

NON-ESSENTIAL JOB FUNCTIONS:

- Ensure informative voice mail outgoing messages are current
- Coordinate updates of District web page
- Create and update informational flyers regarding programs, events and schedule change



- Conduct weekly adult sports, youth sports, and aquatics staff meetings
- Attend weekly supervisory staff meetings
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to recreation programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, spreadsheets and graphic based programs, preferably on PC based systems; have knowledge of the following: theories, principles and practices common to recreation programs and services; 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.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Graduation from an accredited four-year college or university with a degree in Recreation Administration, Physical Education, Public Administration or related field; Three years full-time experience in community, military, or collegiate recreation with a minimum of two years as a supervisor; or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

Certified Recreational Sports Specialist (CRSS) or Certified Leisure Professional (CLP) strongly desired.

First Aid, CPR Certification, and Certified Pool Operator/Aquatic Facility Operator certification are strongly recommended.

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, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reviewing documents, inspecting classes and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 50 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, hot and cold and be exposed to heavy dust, pollen and pool chemicals. The position sometimes requires several hours of work on swimming pool decks, in all weather conditions and in direct sunlight. The noise level of the indoor setting may be loud. 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 travel to meetings, seminars, pools and aquatic facilities in neighboring areas, generally within 50 miles of the District boundaries.

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

COMPENSATION: Salaried exempt non-union position.

Wage rate range



\$30.90 - \$44.14

\$37.08 - \$52.97 Proposed

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



FACILITIES AND GROUNDS MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Facilities and Grounds Manager supervises the day-to-day operations and maintenance of District Facilities. The Manager is responsible for training a staff of Supervisors, Crew Leaders and others to assist with these duties. 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:

- Supervises full and part-time, seasonal and volunteer staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Responsible for preparing work schedules for Facilities & Grounds personnel
- Coordinates the work of all Facilities & Grounds personnel, assigns routine projects in the repair and maintenance of District buildings, grounds, athletic fields, recreation play areas and swimming pools
- Coordinates and cooperates with Facilities and Grounds Special Projects Manager and/or Landscape Architect in providing staff needed for special projects
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Supervises the planting, cultivating, pruning and spraying of trees, shrubs, plants and landscape areas and determines appropriate control measures
- Assists other Departmental staff in preparing facilities, fields and other grounds for District use
- Supervises the use and maintenance of a variety of motor vehicles and equipment such as mowers, trucks, tractors, the use of power and hand operated tools
- Responsible for keeping of safety records, training, and implementation of the Injury, Illness and Prevention Program
- Responsible for developing and maintaining department budget
- Ensure completion of paperwork by all Facilities and Grounds new hires
- Purchase supplies, materials, and equipment needed for proper maintenance of District facilities following the District policies
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responds quickly to all safety related issues
- Answers telephone and responds to questions from the public
- "On call" in an emergency situation evenings and weekends
- Responsible for attending all meetings associated with this position
- Assists in the planning of improvements to existing and new parks and features
- Reviews and approves all department credit card transactions

NON-ESSENTIAL JOB FUNCTIONS:

- Ensure informative voice mail outgoing messages (including field rain-out line) are current
- Supervises and performs minor electrical repairs
- Conduct periodic inventories of tools, supplies and keep accurate records



- Negotiation of departmental service contracts for District Administrator approval
- Assists with class, event and meeting set-up
- Prepare and deliver departmental updates to the Board of Directors at monthly meetings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Theories, principles and practices common to Parks and Recreation maintenance, management and services; innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Facilities and Grounds operations; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: swimming pool maintenance, filtration, and circulation; 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; meeting 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.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Graduation from an accredited four-year college or university with a degree in Recreation Administration, Park Management, Public Administration or related field; five years full-time experience in community, military, or collegiate parks management with a minimum of three years as a supervisor; or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

License for pesticide/herbicide spraying recommended.

First Aid, CPR Certification, and Certified Pool Operator/Aquatic Facility Operator certification are strongly recommended.

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, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 100 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, hot and cold and be exposed to heavy dust, pollen, cleaning and pool chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction and maintenance equipment, 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: Salaried exempt non-union position.

Wage rate range

\$36.52 - \$48.99

\$40.17 - \$53.89 Proposed

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

RECREATION SERVICES MANAGER

Under limited direction, plans, organizes, and manages the functions and programs of the District's Recreation Services Division; directs the development, marketing and maintenance of a variety of recreation programs and services that meet assessed community needs; establishes operating and program policies and procedures for the Division, develops and administers the Division's annual operating budget; and coordinates the development and administration of grants, sponsorships and other fundraising programs; provides leadership and guidance to program staff and volunteers; recruits, selects, trains, and evaluates Division staff; formulates and directs partnerships with schools, government agencies, community-based organizations, and other service providers; represents the District with external organizations and community groups to explain and promote District Recreation programs and services; serves as technical consultant to the Advisory Board of Directors; performs special projects as assigned and related work as required. This job requires: a BA/BS degree in leisure studies, recreation or a related field and a minimum of five (5) years of related responsible supervisory or management experience

ORGANIZATION	CLASSIFICATION	MONTHLY BASE PAY		MAXIMUM TOTAL COMP	Benefits % of TC	Range Spread
		MIN	MAX			
Southgate Recreation & Park Dist.	Recreation Manager	9,042	11,540	14,833	22.20%	27.63%
City of Folsom	Recreation Manager	8,610	11,021	15,406	28.46%	28.00%
City of Rocklin	Parks & Recreation Manager (vacant)	7,776	10,719	13,344	19.67%	37.85%
Sunrise Recreation & Park District	Rec. & Community Services Manager	8,165	9,925	15,183	34.63%	21.56%
City of West Sacramento	Recreation Manager	7,984	9,703	12,822	24.32%	21.53%
Cordova Recreation & Park District	Recreation Superintendent	7,169	9,149	13,454	32.00%	27.62%
Carmichael Recreation & Park Dist.	Recreation Services Manager	7,022	8,538	14,031	39.15%	21.59%
Fair Oaks Recreation & Park District	Recreation Superintendent	6,233	7,955	11,828	32.74%	27.63%
Mission Oaks Recreation & Park Dist.	Recreation Manager	5,804	7,055	27.63%	27.63%	21.55%
Auburn Area Recreation & Park Dist.	Recreation Services Manager	4,829	7,001	9,877	29.12%	44.98%
County of Sacramento	No Match					
MARKET MEDIAN		7,473	9,426	13,399	30.56%	27.62%
MARKET AVERAGE		7,263	9,261	13,222	30.05%	27.99%

PROJECT MANAGER

Under limited direction, this professional classification independently performs complex analytical, administrative and technical work required in the planning, management and coordination of District capital improvement projects; develops and manages project related budgets, grant-funded projects and the contract bid process; provides functional direction to District staff and external contractors and service providers to successfully accomplish capital improvement projects and to effectively perform assigned administrative functions; performs advanced analytical and staff work to support District operations; and performs special projects as delegated by the District Administrator. This job requires: equivalent to a BA/BS degree from an accredited college or university with major course work in landscape architecture, park planning, construction or project management, public administration, engineering or a related field and five (5) years full-time experience in parks management or community development, with a minimum of three (3) years as a Project Manager or Park Planner; or an equivalent combination of education and experience.

ORGANIZATION	CLASSIFICATION	MONTHLY BASE PAY		MAXIMUM TOTAL COMP	Benefits % of TC	Range Spread
		MIN	MAX			
Cordova Recreation & Park District	Park Planning & Dev. Manager	9,520	12,151	17,087	28.89%	27.64%
Southgate Recreation & Park Dist.	Planning Manager	7,728	9,863	12,964	23.92%	27.63%
City of Folsom	Senior Park Planner	7,066	9,504	13,535	29.78%	34.50%
City of West Sacramento	Project Manager I/II	6,956	8,476	11,432	25.86%	21.85%
Auburn Area Recreation & Park Dist.	Project Manager	3,454	4,626	7,137	35.18%	33.93%
Carmichael Recreation & Park Dist.	Project Manager	Proposed				
City of Rocklin	No Match					
County of Sacramento	No Match					
Fair Oaks Recreation & Park District	No Match					
Mission Oaks Recreation & Park Dist.	No Match					
Sunrise Recreation & Park District	No Match					
MARKET MEDIAN		7,066	9,504	12,964	28.89%	27.64%
MARKET AVERAGE		6,945	8,924	12,431	28.73%	29.11%

(P/T)

PARK SERVICES MANAGER

Under limited direction, plans, organizes, manages and directs the activities and staff engaged in the planning, design construction, maintenance and landscaping of District buildings, recreation facilities and park grounds, and the maintenance and repair of equipment; participates in long range capital improvement planning; establishes operating policies and procedures for areas of responsibility, develops and administers the annual operating budget for the Park Services Division; responds to emergencies and requests, complaints and inquiries received from the general public and meets with citizens, community groups and other government agencies regarding the operations and functions of the Park Services Division; provides technical advice and consultation to District management and the Advisory Board of Directors regarding parks and facilities operation and maintenance; performs special projects as assigned and other related work as required. This job requires: equivalent to a BA/BS with course work in public administration, recreation or leisure studies, conservation, or a related field and five (5) years of related administrative or management experience.

ORGANIZATION	CLASSIFICATION	MONTHLY BASE PAY		MAXIMUM TOTAL COMP	Benefits % of TC	Range Spread
		MIN	MAX			
Southgate Recreation & Park Dist.	Parks Manager	9,042	11,540	14,833	22.20%	27.63%
City of Rocklin	Parks & Recreation Manager	7,776	10,719	13,344	19.67%	37.85%
City of West Sacramento	Park Operations Superintendent	8,363	10,164	13,344	23.83%	21.54%
Sunrise Recreation & Park District	Parks & Facilities Superintendent	8,165	9,926	15,117	34.34%	21.57%
Cordova Recreation & Park District	Park Services Superintendent	7,168	9,148	13,453	32.00%	27.62%
Carmichael Recreation & Park Dist.	Park Services Manager	7,022	8,538	14,031	39.15%	21.59%
Fair Oaks Recreation & Park District	Parks & Facilities Superintendent	6,233	7,955	11,828	32.74%	27.63%
County of Sacramento	Park Maintenance Superintendent	6,212	7,551	10,759	29.81%	21.56%
Auburn Area Recreation & Park Dist.	Facilities & Grounds Manager	5,626	7,544	10,504	28.18%	34.09%
Mission Oaks Recreation & Park Dist.	Parks Superintendent	5,804	7,055	11,348	37.83%	21.55%
City of Folsom	No Match					
MARKET MEDIAN		7,095	8,843	13,344	30.91%	24.61%
MARKET AVERAGE		7,141	9,014	12,863	30.00%	26.26%

4.3 Cover Sheet - ARD's Medical Family Benefit Policy Update

Auburn Area Recreation and Park District (District) Program, Personnel, Policy, Fee & Legal Review Committee Meeting, September, 2022.

The Issue

Shall the Personnel, Policy, Fee & Legal Review Committee recommend approving changes to the Personnel Policy regarding District benefits for the CalPERS medical coverage for employees?

Background

In 2014, the Board passed a policy differentiating the level of Health Benefits for employees. The employees hired prior to April 1, 2014 and later updated to February 1, 2020 were "Grandfathered in" at one level. The Union Represented employees and Non-Union Represented employees hired after February 1, 2020 were at a different level of benefits.

The employees hired prior to February 1, 2020 went some years with no increases to benefits, and other years the increase was moderate. This allowed for better increased benefits to the lower-level benefited employees.

March of 2022, the Board passed the Union Contract stating the District will pay 77% of the Kaiser Plan Premium towards the employee's plan choice through the CalPERS list of optional Health Care Plans. This contract aligns very close to the other level of benefits paid for those that were hired prior to February 1, 2020.

As of January 1, 2023, the Kaiser insurance will increase by 6.6%.
Single Employee increased by \$56.68
Employee + One increased by \$113.36
Family increased by \$147.36

Both tiers have now "met in the middle" and are at a similar benefit point. Staff recommends adopting the Union negotiated 77% benefit (based on Kaiser Plans) as stated for all Full-Time staff.

Current Benefit for Full-Time staff hired prior to Feb. 1, 2020 is:

\$675 for a single employee
\$1,303 for an employee and dependent
\$1,716 for a family plan

Current Benefit for Part-Time staff hired prior to Feb. 1, 2020 is:

\$605 for a part time employee, until the premium reaches 75% of the current maximum for a single employee.

The amended policy for all staff will read as follows:

The District shall contribute 77% of the CalPERS Kaiser HMO plan. If an employee chooses a higher cost plan, the increased cost will be solely borne by the employee. Furthermore, any cost savings will be retained by the District if the plan chosen by the employee costs less than the employer contribution.

The proposed Benefit Assumption beginning January 1, 2023, for the six (6) Full-Time staff hired prior to Feb. 1, 2020, and the four (4) Part-Time staff hired prior to Feb. 1, 2020, as proposed, will be as follows:

*\$703.58 for a single employee (4% increase)
\$1,407.16 for an employee and dependent (7.9% increase)
\$1,829.30 for a family plan (6.1% increase)*

\$605 for a part time employee, until the premium reaches 75% of the current maximum for a single employee. (No change)

A copy of the current District Policy regarding Medical Health Insurance Benefits and the proposed changes to this policy is attached.

Recommendation

Staff recommends updating the District contribution limits based on the Health Benefit policy for those employees hired prior to February 1, 2020, and align them with the Union Negotiated Health Benefit Plan beginning January 1, 2023.

Fiscal Impact

The fiscal impact for this policy change for 2023-2024 is **\$6,015** based on the employees that we have enrolled currently, assuming those employees keep the same medical plan. This is within the budgeted benefit expense assumption.

Attachments

Current District Policy regarding Medical Health Insurance Benefits and the proposed changes to this policy

A. Medical Health Insurance Benefits

Each employee should consult the applicable Insurance Provider information packet for more detailed information concerning eligibility, co-payments, other charges, and benefits. Employees are required to meet all co-payment requirements and regulations of the Insurance Provider.

The District provides a comprehensive medical insurance plan for eligible employees and their dependents. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the Administrative Services Manager.

Medical insurance benefits become effective on the first day of the month following the first full month of continuous service. Coverage is available for full-time employees and their dependents and for regular part-time employees who work an average of thirty (30) hours per week and their dependents. Part-time employees who average less than thirty (30) hours per week, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are ineligible for medical benefits.

The District contribution is made in accordance with the allowable rate as allocated by current union agreements and policies adopted by the Board of Directors.

Open Enrollment

An employee may change providers or coverage once a year during the Mid-September to Mid-~~November~~ **October** open enrollment period. Employees experiencing a change in family status may change benefits to reflect this change at any time during the year.

HEALTH AND WELFARE BENEFITS DETAIL

~~Medical Health Insurance Benefits for Non-Represented Employees~~ **ELIGIBLE FULL TIME EMPLOYEES (40 HOURS PER WEEK)**

CalPERS Medical plan available to ~~Non-represented~~ employees

As per CalPERS policy, employees have a choice of multiple medical providers:

The Administrative Services Manager has detailed information regarding each of these plans, including sub classifications that some of these plans offer.

For Non-represented employees, the District shall adjust ARD's contribution annually, sharing the increase or decrease with the employees 50/50. The District shall contribute the following maximum premium amounts toward any plan chosen by an employee:

———— \$675 for a single employee

———— \$1,303 for an employee and dependent

———— \$1,716 for a family plan

———— \$605 for a part-time employee, until the premium reaches 75% of the current maximum for a single employee.

Additionally, the District will pay employee only dental and life insurance for eligible employees.

Eligible part time, non-represented employees working 30 or more hours per week will be able to obtain partial employee only medical coverage. The District shall contribute a maximum of \$605 until the premium reaches 75% of the current maximum for a single employee. Coverage is for employee only and no dental or life insurance is provided by the District.

Non-Represented Employees hired after February 1, 2020:

For Non-represented employees hired after February 1, 2020, the District will provide Medical Insurance Coverage as listed below for the Represented Employees.

Medical Health Insurance Benefits for Represented Employees

CalPERS Medical plan available to Union-represented employees

As per CalPERS policy, employees have a choice of multiple medical providers.

The Administrative Services Manager has detailed information regarding each of these plans, including sub-classifications that some of these plans offer.

For Union-represented employees and non-represented employees hired after February 1, 2020, The District shall contribute 77% of the CalPERS Kaiser HMO plan. If an employee chooses a higher cost plan, the increased cost will be solely borne by the employee. Furthermore, any cost savings will be retained by the District if the plan chosen by the employee costs less than the employer contribution.

Due to open enrollment restrictions, any employee wishing to change plans from one type of coverage to another shall be allowed to do so only during the Mid-September to Mid-October open enrollment period.

Additionally, the District will pay employee only dental and life insurance for eligible employees.

Eligible part time, Union represented employees working 30 or more hours per week will be able to obtain medical coverage. ARD will contribute 75% of the selected plan premium, but not more than 75% of the full time employee benefit. Current part time eligible employees will continue to receive a benefit of \$555.95 per month until premiums equal 75% of the full time benefit. Coverage is for employee only and no dental or life insurance is provided by the District.

ELIGIBLE PART-TIME EMPLOYEES (30-39 HOURS)

Part time eligible employees will pay twenty five percent (25%) of the monthly premium for the employee only medical insurance premium. The part time eligible employee will pay for all costs for spouse and/or dependent medical insurance premiums.

Eligible part-time, non-represented employees working 30 or more hours per week will be able to obtain partial employee only medical coverage. The District shall contribute a maximum of \$605 (non-union grandfathered) / \$555.95 (union grandfathered) until the premium reaches 75% of the current maximum for a single employee. Coverage is for employee only and no dental or life insurance is provided by the District.

1. For purposes of calculating insurance coverage of part-time employees if the employee is on Disability, Worker's Compensation, or Medical Leave for at least one (1) week, that period of time away from the District for medical reasons will not be used in averaging hours during a twelve (12) month period.
2. For premiums exceeding the maximum amount as allowed by the tentative union agreement, an employee may elect to participate in the District's Cafeteria 125 Plan, and any applicable premiums may be deducted from the employee's paycheck.
- 3.2. Part-time employees who average less than 30 hours per week, seasonal employees, temporary employees, on call employees, volunteers and independent contractors are ineligible for medical benefits.

4.4 Cover Sheet – Shaping Public Opinion

Auburn Area Recreation and Park District (ARD) Policy Committee Meeting June, 2022; July, 2022; August, 2022; September, 2022

The Issue

Shall ARD review and consider creating policies and/or goals for social media posts and the sharing of ARD information?

Background

The ARD Policy Committee has been reviewing information about how ARD shares information with the public. Those discussions include:

- 1) The possibility of creating and sending out an Annual Report type document. Director Holbrook shared a copy of an 8-page annual report that was created and sent by the Hayward Area Recreation and Park District (HARD). A copy of that document is attached. HARD District Administrator Jim Wheeler commented that “We printed 105,000, it was expensive but I think totally worth it”. ARD staff sought pricing to print and mail a similar document to our approximate 23,000 mailing addresses. A 4-page Annual Report would cost approximately \$8,000 to print and mail. A 8-page Annual Report would cost approximately \$10,000 to print and mail.

Staff had a less expensive idea – include the Annual Report in one of the regular Activity Guides. The cost for this would be substantially less.

ARD used to create an Annual Report, that was posted on the ARD website. This Annual Report received very few comments/feedback, and was discontinued after 2016. A copy of that last report is attached.

- 2) Looking at how ARD uses its social media platforms to share information. Information on ARD’s Facebook and Instagram postings is attached.

ARD also sends out approximately 8 - 10 Constant Contact emails each year. Information about our most recent Constant Contact email is also attached.

Recommendation

Review and discuss. This item was postponed to re-review in September.

Staff has the following recommendations:

- 1) Include an Annual Report in the Winter Activity Guide each year (mailed at the end of each calendar year)
- 2) Continuing on with our growth in posts with Facebook and Instagram. We are already posting close to 6 posts per week on Facebook. We should be able to easily get that to 7/week, and possibly more, without saturating our followers.

Attachments

ARD Facebook, Instagram and Constant Contact account information, demographics
ARD Social Media Policy
Hayward Area Recreation and Park District (HARD) Annual Report (“Happenings”)
ARD Annual Report for 2015/2016

Auburn Recreation District Facebook and Instagram 2022 post information

In this calendar year, we have made 180 posts/events on **Facebook** (through 8/8/22). That is 5.8 posts/week. Our highest reached post is our "Harvest Festival Event" that we created. That event has currently reached 88,607 people.

Top 10 Facebook Posts of 2022

1. Harvest Festival Event	88,607	Posted July 20
2. Food Truck Fiesta Event	15,099	Posted July 14
3. The Floating Egg Hunt Event	12,128	Posted January 31
4. Movie In The Park Event, Sing 2	6,563	Posted July 12
5. Boots and Belle's Post	5,472	Posted February 24
6. Obstacle Course Post	5,374	Posted July 29
7. Food Preview for Party In The Park	5,291	Posted June 14
8. Junior Rangers Program	4,003	Posted June 9
9. Floating Egg Flyer	3,867	Posted March 1
10. Sierra Pool Closed July 15	3,860	Posted July 12

Our Most Commented Post

Free Fishing Day in March	34 comments.	Posted March 15
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In this calendar year we have posted 84 times on **Instagram**. That is 2.7 posts/week. A majority of the time we are posting on the stories which is a separate area of Instagram.

















Top 10 Posts Instagram Posts of 2022

1. Boots and Belle's Family Dance Flyer	3,182	Posted April 27
2. Food Truck Fiesta Flyer	2,352	Posted July 26
3. Boots and Belle's Flyer	1,993	Posted February 24
4. Floating Egg Hunt Flyer	1,603	Posted March 1
5. Robalos Flyer	1,303	Posted April 11
6. Lifeguard Class Recruitment	939	Posted March 17
7. Spring Break Lego Camp	926	Posted March 14
8. Party In The Park Flyer	486	Posted June 17
9. Adult Basketball Champions	483	Posted January 14
10. Snow Day at Recreation Park	464	Posted February 22

Our Most Commented Post

The sheep video	4 comments	Posted May 17
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Auburn Recreation District Facebook followers compared to other agencies and businesses

Page		Total Page Likes	From Last Week	Posts this week	Engagement this week
1		El Dorado Hills Commu... 6.1K	▲ 100%	16	1.2K
2		City of Rocklin, Californi... 5.4K	▲ 100%	0	589
3		Cordova Rec & Park Dis... 4.7K	▲ 100%	0	289
4		Fair Oaks Recreation & ... 4.7K	▲ 100%	0	1.2K
5		Sunrise Recreation & Pa... 4.2K	▲ 100%	0	35
YOU		Auburn Recreation Distr... 4.1K	▲ 100%	3	1K
Keep up with the Pages you watch Get more likes					
7		Carmichael Recreation ... 3.5K	▲ 100%	4	631
8		Auburn Racquet & Fitne... 3.5K	▲ 100%	0	409
9		City of Auburn, Californi... 2.9K	▲ 100%	0	1.6K
10		Auburn Chamber of Co... 2.9K	▲ 100%	0	425
11		Auburn Racquet & Fitne... 3.5K	▲ 100%	0	409
12		City of Auburn, Californi... 2.9K	▲ 100%	0	1.6K
13		Auburn Chamber of Co... 2.9K	▲ 100%	0	425
14		OVparks: Orangevale R... 2.8K	▲ 100%	6	46
15		Auburn Bike Park 2.7K	▲ 100%	1	35
16		Truckee Donner Recreat... 2.6K	▲ 100%	7	238

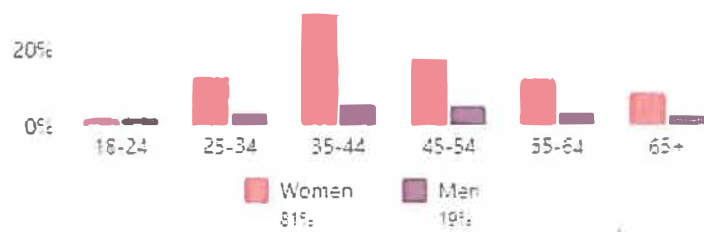
Auburn Recreation District Facebook and Instagram Demographic Information

Audience ⓘ

Facebook Page likes ⓘ

4,066

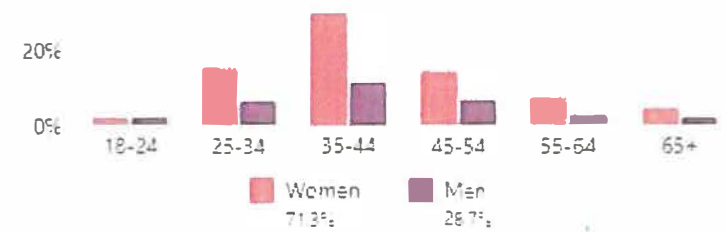
Age & gender ⓘ



Instagram followers ⓘ

1,535

Age & gender ⓘ



See audience report

Auburn Recreation District Constant Contact email info
for email sent 8/9/22

Email Performance

See how your emails are doing with your audience. [Compare your results to the industry average.](#)

Sent

10450

Open Rate

43.3%

This 43.3% open rate is well above all industry average at 30.35%. For other recreation, sports and entertainment average open rate is 35.41%.

Click Rate

2.9%

Opens

[4497](#)

Sent

[10450](#)

Bounces

[67](#)

Successful Deliveries

10383

Clicks

[296](#)

Did Not Open

[5886](#)

Unsubscribed

[28](#)

Spam Reports

[5](#)

Desktop Open Percentage

90.3%

Mobile Open Percentage

9.7%

Link	Segmentation Lists	Unique Clicks
https://www.auburnrec.com/events_obstacle-race.php		<u>84</u>
https://www.auburnrec.com/events_harvestfestival.php		<u>78</u>
https://www.auburnrec.com/events_food-truck-fiesta.php		<u>78</u>
https://www.auburnrec.com/events_aint-dead.php		<u>69</u>
https://auburnrec.recdesk.com/Community/Home		<u>65</u>
http://auburnrec.recdesk.com/Community/Programs	<u>Auburn Recreation District Customers</u>	<u>52</u>
http://auburnrec.com/events_obstacle-race.php	<u>Auburn Recreation District Customers</u>	<u>29</u>
https://www.auburnrec.com/events.php		<u>12</u>
https://auburnrec.recdesk.com/Community/Program/Detail?programId=636		<u>11</u>
https://auburnrec.recdesk.com/Community/Program/Detail?programId=635		<u>10</u>
http://www.auburnrec.com/		<u>7</u>
https://twitter.com/intent/tweet?text=Fall+Events+Are+Coming%3A+https://conta.cc/3CaSQD1		<u>3</u>
https://www.linkedin.com/sharing/share-offsite/?url=https://conta.cc/3CaSQD1		<u>1</u>
https://www.facebook.com/sharer/sharer.php?u=https://conta.cc/3CaSQD1		<u>1</u>

Link	Segmentation Lists	Unique Clicks
------	--------------------	---------------

Total Click-throughs	500
----------------------	-----

Reach customers searching for products or services like yours on Google and only pay for actual clicks.

Click-Through Distribution

When a contact clicks a link in your email, we'll show you the stats here.

Send History

History of this email being sent including how many people it was sent to.

Date	Sent Count	Status
Tue, Aug 9, 2022 6:15 pm PDT	10450	Your email has been successfully sent.

From the District Policies and Procedures Manual

XXXI. Social Media Policy

The purpose of this policy is to set forth the guidelines for the utilization of social media and social network sites to further enhance communication and provide information to the public. The components of the District's social media policy are as follows:

- A. The District shall comply with applicable federal, state, and local laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, release of public information, and privacy.
- B. Employees representing the District via social media outlets must conduct themselves at all times as representatives of the District and act professionally and within established work rules and policies. Employee postings of a personal nature on District social media sites are not allowed. Posting on District social media sites will only reflect the views of the District. Employees that fail to conduct themselves in an appropriate manner may be subject to discipline up to and including termination.
- C. Any and all information posted, or pages created, on behalf of the District must directly pertain to District business.
- D. District social media sites are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure.
- E. Articles, posts and comments containing any of the following forms of content will not be allowed and will be removed as soon as possible:
 - 1. Profane language or content.
 - 2. Comments in support of, or opposition to, political campaigns, candidates or ballot measures.
 - 3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, sexual orientation, national origin, physical or mental disabilities or status with regard to public assistance.
 - 4. Sexual content or links to sexual content.
 - 5. Solicitations of commerce.
 - 6. Conduct or encouragement of illegal activity.
 - 7. Information that may compromise the safety or security of the public.
- F. The District reserves the right to remove content from any District social media site. Content removal must be in accordance with the Public Records Act.
- G. The District reserves the right to terminate any District social media site at any time without notice.



2022
**COMMUNITY
NEWSLETTER**
ANNUAL
REPORT

So much to do, so close to home!



Happenings

HAYWARD AREA RECREATION & PARK DISTRICT

Serving Our Community Since 1944

What's Inside:

- General Manager Message
- Partnerships
- Mission
- Focus Areas
- Parks
- Recreation Programs
- Budget
- Capital
- Grants
- Awards

**Para este documento
en español visite:**

HaywardRec.org/AnnualReport

Follow us on





HAYWARD AREA RECREATION & PARK DISTRICT

DISTRICT ADMINISTRATION OFFICE

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Haywardrec.org
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James Wheeler

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Lowell Hickey
Past President

*Special Thanks to photographers
who made this newsletter possible*



Via Toledo Park, San Lorenzo

Dear Resident,

Welcome!

to our first Hayward Area Recreation and Park District newsletter. In our first edition we will be highlighting the work our District has done in 2021. Since 1944 the District has strived to provide quality parks and affordable recreational facilities and programs to over 300,000 residents living within the 104 square miles we serve.

The last year during the pandemic we continued to work HARD to advance our mission to enrich the quality of life of our community. Increases in park use, developing virtual course offerings, improvements to our facilities and creation of distance learning pods for students of working parents are just a few of the ways HARD has adopted to this unprecedented crisis.

We continue to focus on improving communication with our residents and advancing equitable programs and services across the District. The recent development of our Justice, Equity, Diversity, and Inclusion (JEDI) Task Force is focused on equitable provision of services in the community and in our workplace. Through improved awareness of what these terms mean and the implementation of best practices, we are committed to making life better for everyone in our community and workforce.

In 2016 the voters within the Hayward Area Recreation and Park District overwhelmingly passed Measure F1, a \$250-million-dollar bond measure aimed at renovating existing facilities and creating new ones. Measure F1 allows for much needed infrastructure improvements at existing parks and facilities, the acquisition of future park properties in park deficient areas and the development of master planning documents to guide the District's future operations and development.

Hopefully, you have had the opportunity to participate in some of our recent events in 2021, including Holiday Lights, where we brought hundreds of community members together and lit up all three of the District's historic mansions for the holiday season, our new Volunteers in Parks, VIP program, where community members come together to meet and make local parks better and our new and improved Mobile Rec program, where traditional recreation programs meet extreme sports in parks across the District.

Finally, I would like to recognize the work of our HARD Board of Directors, Citizen Advisory Committee, Citizen Bond Oversight Committee, HARD Foundation, our community partners and the other elected officials and staff of the public agencies we work with on a regular basis. We at HARD are so grateful for your collaboration and support in making our District a great place to live. Thank you and remember to "Play HARD".

Sincerely,

Jim Wheeler, General Manager

Special Thanks to our Partners

The partners below have helped provide outstanding recreational facilities and programs to our community.



▲ Alameda County

▲ Castro Valley Unified School District

▲ Cherryland Community Association

▲ City of Hayward

▲ Deputy Sheriffs Activity League

▲ H.A.R.D. Foundation

▲ Hayward Area Historical Society

▲ Hayward Unified School District

▲ Resources for Community Development

▲ San Lorenzo Unified School District

▲ Trust for Public Land

And the numerous donors and grantors who make projects possible.

Strategic Goals



Be responsible stewards of public financial resources including assets, fund balances, liabilities and future obligations.



Enhance the employee experience and teamwork through engagement, recognition, training and development.



Implement the new Parks and Recreation Master Plan.



Maintain parks and facilities to be safe, clean and green.

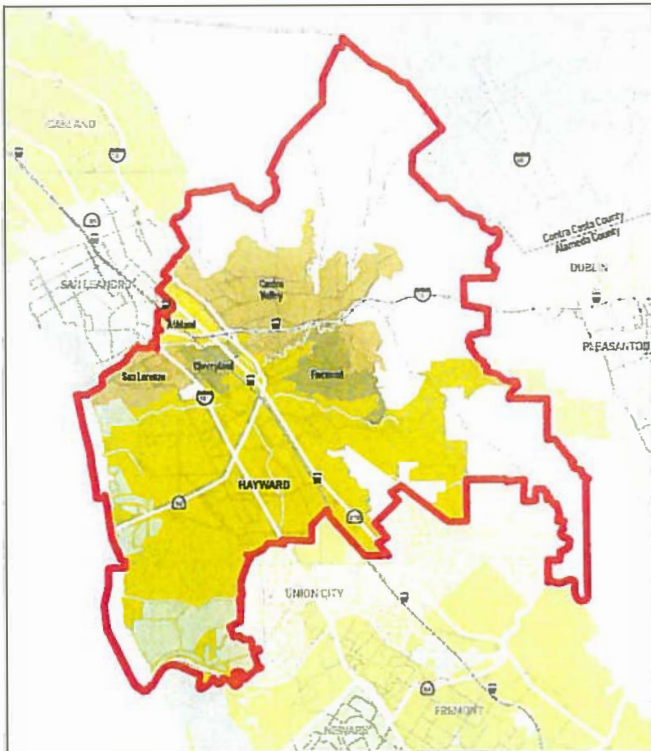


Continue to build trust and collaborate with strategic stakeholders on items of common interest and mutually beneficial partnerships.



Develop progressive policies, programs and services of award-winning distinction.

H.A.R.D. Service Area



H.A.R.D.'s park system includes **110 sites** covering about **1,369 acres**.

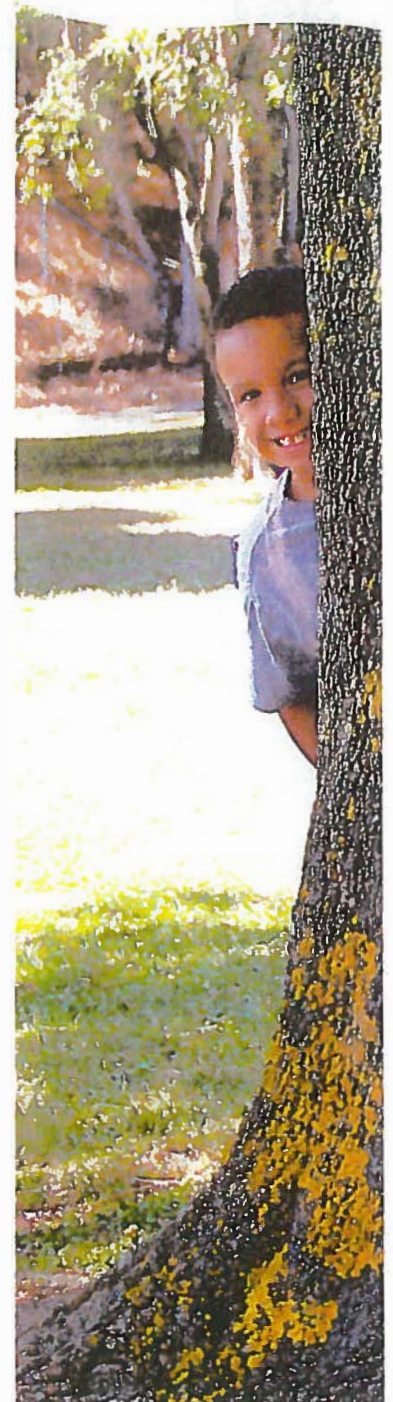
We provide Park and Recreation Services to over **309,000 residents**.

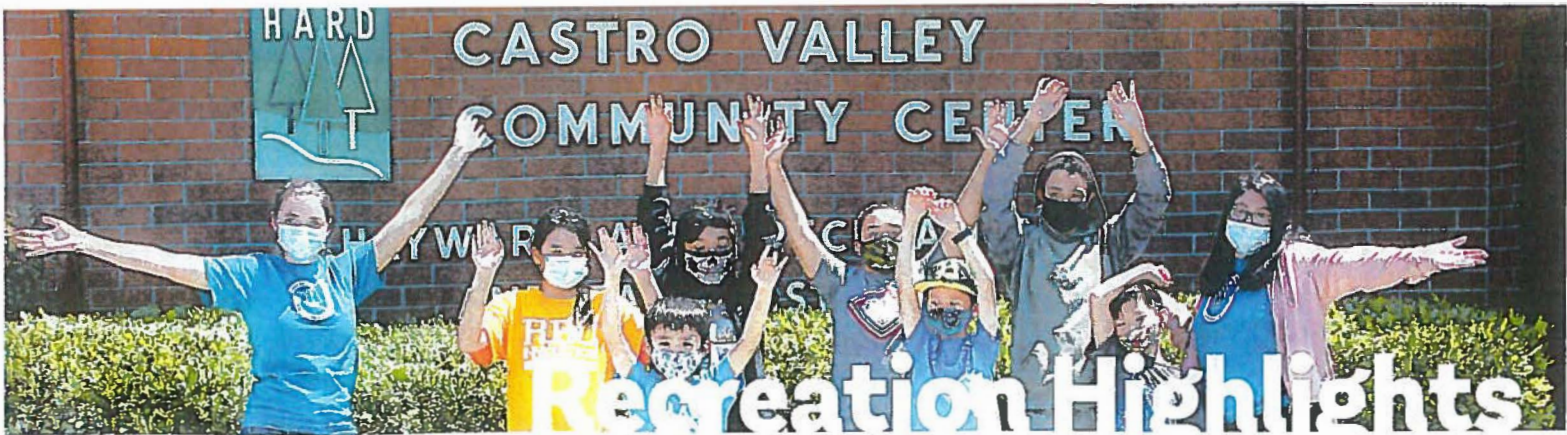
Just over half of the population lives in the **City of Hayward (53%)** with the remainder in

Castro Valley (21.5%), San Lorenzo (8.5%), Ashland (8.3%), Cherryland (5.2%), and Fairview (3.7%).

MISSION

Our mission is to enrich the quality of life for our community by providing a variety of recreation activities, parks and facilities that promote health and wellness, learning and fun.





Castro Valley Community Center hosts a variety of programs.

2021 presented many opportunities to create new programming to ensure social distancing while offering outstanding recreational and learning programs to residents of all ages.

Quality recreational opportunities are critical to healthy communities and adaptability was the critical for reactivating services in 2021. HARD created and adjusted programming to ensure social distancing while offering outstanding recreational and learning programs to residents of all ages throughout our community.

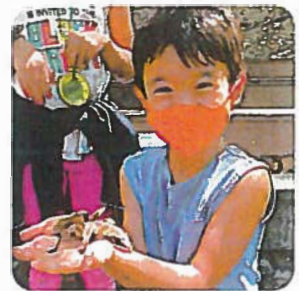
"Truly a well run camp with outstanding leaders."

When necessary, our programs became virtual (such as virtual art classes and wildlife visits) and when possible, they returned to in-person programming while ensuring all safety protocols were followed. Efforts increased to get people outdoors to safely enjoy healthy activities, and new innovative programs were developed to support families, such as the development of full-day learning pods to help support remote learners. Other programs such as in-person summer camps served the developmental needs of our youth. Keeping community members active and mentally healthy through our recreation and sports offerings has been a critical focus.



Over **\$25,000 in scholarship** money was provided to ensure that families of all income levels could participate o broad scope of recreation.

Rec Innovations **summer camps expanded to serve over 800 students.**



Sulphur Creek held nearly **150 virtual programs** reaching over **4,100 participants** in the first half of 2021.



The new **Volunteers in Parks** program **provided 1,085 hours of service** to assist in maintaining and improving our parks.

The new Mobile Recreation Program **served 200 kids in its first 2 months** by bringing the park to their neighborhoods.



HARD's **aquatics programs served over 23,000 participants** in 2021.



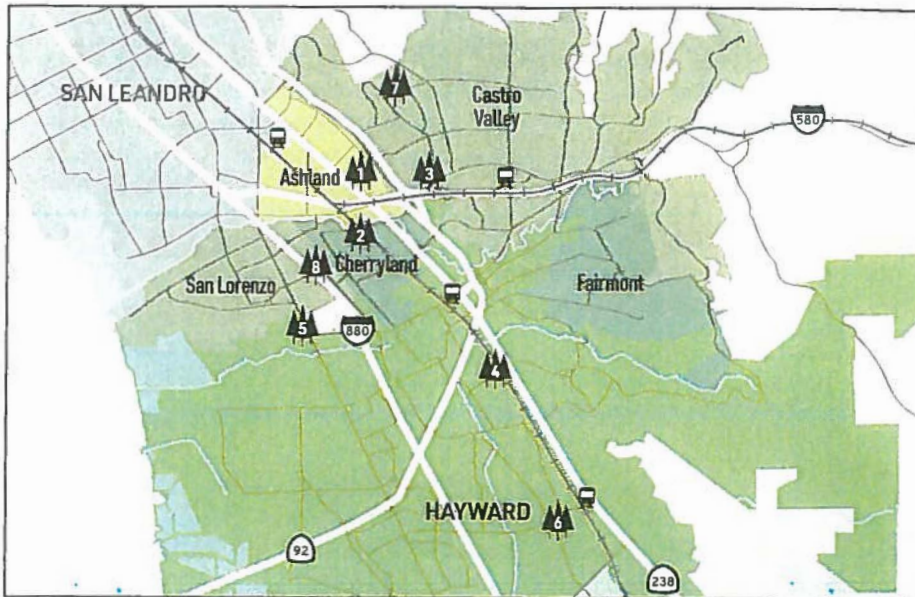
Outdoor Fitness Courts

New **National Fitness Campaign** outdoor fitness courts provide opportunities for free circuit training at at three parks (Tennyson Park, Oliver Sports Park, and the Eden Greenway near Southgate Park). These new workout areas are popular and provide an important health benefit to the community.

This program was partially funded with Measure F1 proceeds, as well as with a \$90,000 grant from the National Fitness program and received a 2020 award for Design Excellence in Site Integration from the National Fitness Campaign.

Park Highlights

HARD has been actively working to improve and increase our parks and facilities. The passage of the Measure F1 bond, along with grant funding, donations, and other support, has allowed the District to complete some exciting projects. Below are some recent highlights and more info can be found at HaywardRec.org/HardAtWork



Mia's Dream Come True All-Abilities Playground

Mia's Dream Come True Playground was inspired by the courage, strength, and vision of Hayward's Vasquez-Lacayo family. When Mia Vasquez was born with a severe form of Cerebral Palsy, she wasn't expected to live beyond her first birthday. Mia defied the odds, and by age 10 was a strong young girl who especially enjoyed being outdoors and on playgrounds. In 2016, after seeing how many parks were not built to accommodate children like Mia, her family approached HARD with a sketch and a \$5,000 gift from Make-A-Wish Greater Bay Area for a new, inclusive playground.

After hearing the family's story and the importance of inclusion for all of the District's residents, the HARD Board of Directors unanimously approved the concept. With tremendous contributions from community partners, HARD opened one of the most unique and universally accessible parks in the Bay Area.

Mia's Dream Come True All-Abilities Playground is a unique playground for inclusive play opportunities. It includes a variety of play features and experiences for children of all abilities in a fun atmosphere. Among the features are a Music Therapy Zone, Kindness Arches, Fire Engine, Water Tower Look-out, swings and spinners, slides and rollers, fog sprays, and a space for animal and nature exhibits. The park also provides accessible pathways, picnic areas, seating, a quiet reading area, art sculptures, donor bookshelves, and a new restroom building. Located at Tennyson Park in Hayward, it serves as an exciting destination for the community.

1 Ashland Common

16640 E 14th Street,
San Leandro CA 94578

1 Ashland Mateo

16037 and 16081 Mateo Street
Ashland CA

1 Ashland East 14th Street

16020 E 14th Street, San Leandro CA

1 Mission & Mattox

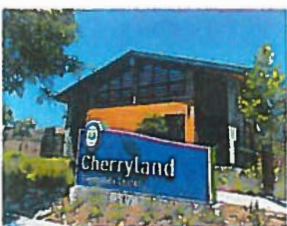
20478 Mission Blvd., Hayward CA

These new parks will create 6.4 acres of new parkland and a new 15,000 square foot community center in Ashland, a long-underserved neighborhood



Hayward Community Garden allows residents to grow garden plots and builds a healthy community

24919 Whitman Street, Hayward CA 94544



2 Cherryland Community Center

built in partnership with Alameda County, this \$22M facility has created an important civic, cultural, and recreational gathering place

278 Hampton Rd, Hayward, CA 94541

3 Hayward Area Senior Center Renovation

will reopen Spring 2022
22325 N 3rd Street, Hayward CA 94541



Kennedy Park has undergone a complete renovation to refresh this beloved and popular park which will re-open to the community in spring 2022.

19501 Hesperian Blvd Hayward CA 94541

6 Mia's Dream Come True All-Abilities Playground

has created a wonderful inclusive new destination for families

28377 Huntwood Ave Hayward CA 94544

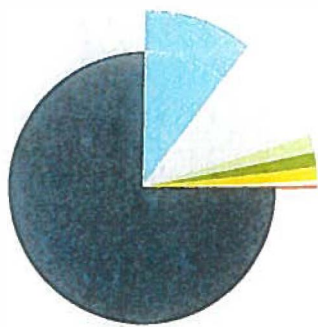


Valley View Park outreach and planning has started to develop this scenic park in Castro Valley

8 Via Toledo Neighborhood Park

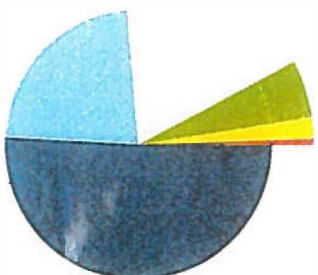
recent improvements have made this a favorite gathering space for recreation in San Lorenzo

101 Hacienda Ave San Lorenzo CA 94580



FY21-22 General Fund Operating Revenue Budget

Property Tax Revenues	\$26,010,523
Special Assessments	\$3,506,692
Charges for Services	\$3,319,282
Intergovt Revenue	\$490,450
Rents: Use of Facilities/Equip	\$632,539
Contract Rent/Leases	\$345,200
Investment Earnings	\$144,000
Donations	\$57,270
Other Sources (not graphed 1%)	\$32,176



FY21-22 General Fund Operating Expenditure Budget

Park and Facility Maintenance	\$17,289,747
Recreation, Arts & Community Services	\$7,760,435
District Management	\$6,267,237
Golf	\$1,792,405
Nondepartmental	\$671,400
Capital Planning & Development (not graphed 1%)	\$135,620

Budget Highlights

HARD works diligently to ensure fiscal stability. The majority of HARD's operating costs are funded by property taxes, which comprise about 75% of revenue. In addition, voters approved a special assessment in 1997, amounting to a fixed \$28.54 per household annually, which currently comprises 10% of budgeted revenue. Charges for services, including golf and recreation fees, make up about 10% of total revenue, with facility rentals, donations and other revenue comprising the last 5%.

The most recent budget allocated 51% to parks and facility maintenance costs, 23% to recreation programming costs and 5% to golf operations and maintenance. District management costs, including information technology, human resources, finance, clerk and the legislative and executive functions, total 18%.

HARD is always working on strategies to improve fiscal management tools and address challenges. In the past year, the District completed a banking transition, implemented electronic document management in finance and established a pension trust to address unfunded pension liabilities. Although fiscal challenges remain ahead, HARD is committed to a long-term approach and applying best practices for a viable future.

For a more complete look at HARD's 2021-2022 budget please go to haywardrec.org/budget.

Money and Water Stewardship

Due to the ongoing drought, HARD has made several innovative and cost-effective improvements to the irrigation systems within our parks and recreation sites. Using funds from the Measure FI Bond, we've reviewed our water systems and pinpointed improvements to maintain our sites, provide necessary irrigation, wisely steward the land, and be cost-efficient. These improvements include the installation of a central irrigation control system, flow sensors and master valves. This system has the ability to track and monitor water usage in real time, and automatically shut down if a leak or excess water use is detected. Further, our irrigation system now adjusts to weather conditions, so that the amount of water dispensed for grass and watering maintenance automatically decreases when not needed. In 2019 alone, these updates saved the district \$200,000 and we at HARD anticipate even more savings in the future as we continue to identify water savings.

In addition to these improvements, HARD has begun to use reclaimed non-potable water in portions of Hayward where this resource is available. This effort has resulted in a 25% savings of potable water at Alden E. Oliver Sports Park, Rancho Arroyo Park, Christian Penke Park, and Mt. Eden Park.

Community V.I.P.'s come to the rescue!

Community Service and Alameda County Sheriff's Work Alternative Program workers have long been integral to supporting our work at HARD. Historically, these workers have helped HARD maintain dozens of parks and recreation sites, filling a vital role to make sure our parks are well-maintained for everyone to enjoy. These workers have performed important frontline maintenance such as trash removal, ivy removal, and creek cleanup for our parks and recreation sites, and on average added the equivalent of over 40 full-time workers to HARD. The rise of COVID-19 and subsequent court closures greatly reduced the number of workers from community service and work alternative programs and drastically impacted HARD's ability to maintain and provide upkeep for our facilities, parks and recreation centers.

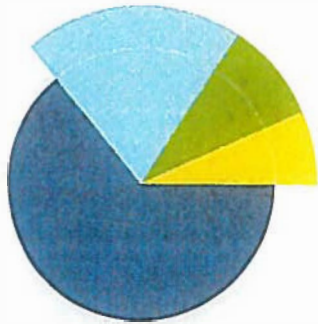
We at HARD are fortunate that dedicated and passionate members of our community have stepped up to meet this critical need. Originally, a group of neighbors near one of our park sites organized to help maintain the park. This effort has quickly grown into a new program known as "Volunteers in Parks," which now benefits parks and facilities throughout the district. Twice a month, these "V.I.P.'s," work with our park foremen to tackle a range of projects in our parks. With 14 organized work events taking place in the first 10 months, the V.I.P. program is expanding in 2022, with plans to rotate between sites throughout the District to support HARD's work. Our community V.I.P.'s not only help fill the gap of park maintenance due to the ongoing pandemic, but more importantly, also promote community participation and pride.

HARD



HARD at Work: Capital Program

We will be renovating 15 basketball courts and 11 tennis courts this year.



Bond Allocation by Property Type	
Parks	\$160,187,494
Facilities	\$50,647,248
Acquisitions	\$23,165,258
Certificates of Participation	\$16,000,000

Thank you for investing in our community parks! Five years ago, District voters overwhelmingly approved the Measure F1 General Obligation Bond to update, renovate and maintain local parks and recreational facilities and to extend opportunities for people of all ages and abilities to enjoy parks. Since then we have been working to improve the quality and safety of neighborhood and community parks that make the Hayward area an extraordinary place to live, work, and play. By law, funds raised by Measure F1 must be spent on capital improvements to parks, playgrounds recreation facilities including community centers and senior centers, trails, and parkland acquisition.

To date, we have invested \$86.7M in bond funds to improve our parks. These improvements have been made in 89 of our 110 parks—and more improvements are coming. Following are a few highlights of our efforts. To learn more, please go to HaywardRec.org/HardAtWork



 **Added 12.86 acres of parkland in park-deficient areas**




 **Planted 420 new trees**



 **Upgraded the Irrigation Systems in over 70 parks**



 **Upgraded the safety play surfacing in 52 playgrounds**

Completed and Open to the Public

Via Toledo Park
Mia's Dream Come True All-Abilities Playground
National Fitness Campaign
Edendale Park Renovation
Picnic area upgrades
Tennis Court Renovations – Phase 1
Irrigation Central Control System
Mission Hills Driving Range Renovations
Oliver Sports Park-Synthetic Turf Soccer Field

Under Construction

Kennedy Park Renovation
– to be complete early 2022
Hayward Area Senior Center Renovation
– to be complete early 2022
Fairmont Terrace Park Renovation and Expansion
San Lorenzo Community Park- Phase 2
Sunset Futsal

Construction to Start 2022

San Lorenzo Community Center Renovation
Ashland Common
Tennyson Park Renovation
Basketball Court Renovations
Tennis Court Renovations- Phase 2

Completed Plans for Future Work

Foothill Trail Master Plan
San Lorenzo Creek Trail Master Plan
Sulphur Creek Nature Center Master Plan
Trails and Open Space Master Plan

Projects In Design

Ashland – Mateo Street Park
Bidwell Park Renovation
East 14th Street Park
Oliver Sports Park – accessibility improvements (ADA)
Sorensdale Park – accessibility Improvements (ADA)
Valley View Park



HAYWARD AREA RECREATION
AND PARK DISTRICT FOUNDATION
1099 "E" STREET
HAYWARD, CA 94541

Non-Profit Org.
U.S. Postage
PAID
Permit No. 2930
Hayward, CA

ECRWSS

RESIDENTIAL CUSTOMER

Recent Award Highlights

Recreation Management Award, Organization Service Award 2020-2021

from Center for Professional Excellence HRT Department, Cal State East Bay

District Safety Award 2020

from California Association for Park & Recreation Indemnity (CAPRI)

Summer Park Program, Outstanding Recreation Program 2020

from California Park and Recreation Society, District 3

Outstanding Activity/Special Event Award of Distinction 2020

from the California Association of Recreation and Park Districts

Outstanding Facility, Cherryland Community Center 2021

from California Parks and Recreation Society, District 3

Outstanding Park, Mia's Dream Come True Playground 2021

from California Parks and Recreation Society, District 3

Mia's Dream Come True Playground, Engineering Excellence Award, Special Projects category 2021

American Council of Engineering Companies of California - Bay Bridge Chapter

Hayward Community Garden, Outstanding Renovated Facility, Award of Distinction 2020

from California Association of Recreation and Park Districts (CARPD)

Recent Grant Highlights

Ashland-Mateo Street Park received a \$7,082,000 grant from the State of California—Statewide Park Development and Community revitalization Grant Program—Round 4 (funded by Prop 68) in partnership with The Trust for Public Land TPL (2021)

Ashland Common received a \$7,259,000 grant from the State of California—Statewide Park Development and Community revitalization Grant Program—Round 3 (funded by Prop 68) in partnership with The Trust for Public Land TPL (2020)

Mia's Dream Come True Playground received over \$2.2M in crucial grant funds to become reality, including: City of Hayward Community Development Block Grant \$1,096,000; Alameda County \$500,000; Eden Health Foundation \$200,000; Kaiser Permanente \$200,000; Fremont Bank \$100,000; HARD Foundation \$70,000; Rotary Club \$50,000; National Recreation and Park Association/Disney \$30,000; Bay East Association of Realtors \$7,825; Alameda County Stop Waste \$5,000; Make-A-Wish \$5,000; Packard Foundation \$5,000, and individual donations of over \$7,500.

Meek Estate Parking Lot Renovation & Expansion—completed in 2020 with \$1,000,000 in Measure WW grant funds from East Bay Regional Park District (EBRPD)

San Lorenzo Community Park - Phase 2—to be completed in 2022 with \$635,465 in Measure WW grant funds from East Bay Regional Park District (EBRPD)

D & Clay Street Acquisition received \$555,656 from the State of California—Recreational Infrastructure Revenue Enhancement Grant Program and \$177,952 from the State of California—Per Capita Grant Program (funded by Prop 68) (2021)

Sulphur Creek Nature Center received \$499,998 from the State of California—Natural Resources Agency Outdoor Environmental Education Facility Grant Program (2018)

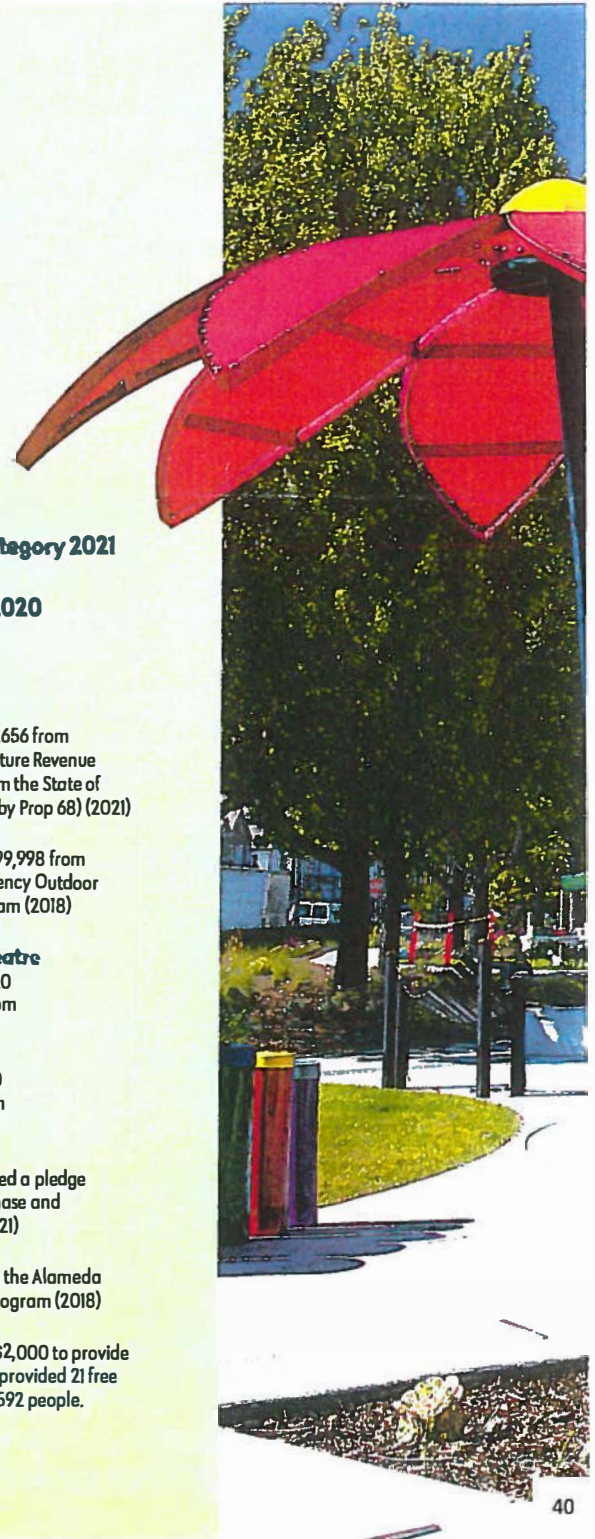
Botany Grounds / Douglas Morrison Theatre Parking Lot Acquisition—completed in 2020 with \$398,000 in Measure WW grant funds from East Bay Regional Park District (EBRPD)

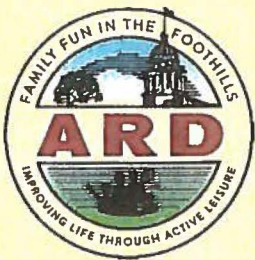
East Avenue Restroom—completed in 2020 with \$146,675 in Measure WW grant funds from East Bay Regional Park District (EBRPD)

Southgate Park Renovation—HARD received a pledge of \$75,000 from GameTime towards the purchase and installation of new playground equipment (2021)

Kennedy Park received a \$5,000 grant from the Alameda County Waste Management StopWaste.Org Program (2018)

Hayward Rotary & Sakai Family Grant, \$2,000 to provide virtual field trips to Hayward youth. The grant provided 21 free educational programs and reached a total of 592 people.





2015/2016

Auburn Area Recreation and Park District Annual Report



A happy, healthy hello to our residents -

We are pleased to offer for your review the Fiscal Year 2015/2016 Annual Report for the Auburn Area Recreation and Park District (ARD). This report provides a brief overview of the fiscal, physical and programmatic activities from the past year (April 1, 2015 – March 31, 2016). While this report is not all-encompassing, it will hopefully share our successes and perhaps generate follow-up questions.

Please feel free to contact us with any questions, comments or suggestions regarding this Annual Report or any ARD park, program or event. We are always here to listen and make YOUR recreation and park district a better place.

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www.auburnrec.com

**Parks
Make
Life
Better!**

FY 15/16 Profit and Loss

Revenue

Parks and Recreation Services (class/camp/league regist. etc.)	\$1,009,945
Rents and concessions (picnic and facility rentals)	\$176,900
Miscellaneous revenue	\$61,706
Grants and donations	\$67,504
Interest income	\$48,303
Project revenue – Government (park mitigation fees)	\$400,858
Transfer from other sources (City mitigation fees)	\$106,000
Taxes	\$2,851,024
Total Revenue	\$4,722,240

Expenses

Program expenses (fees paid to instructors, class equipment)	\$257,942
Operations and supplies (insurance, Activity Guide, etc.)	\$296,975
Utilities	\$196,912
Legal expense	\$6,693
Professional Services (auditor, etc.)	\$31,390
Building and Grounds Maint. (fertilizer, weed abatement, etc.)	\$256,765
Property Tax Admin./LAFCO	\$63,630
Salaries	\$1,717,429
Benefits and Payroll costs	\$636,018
Fixed asset purchases	\$149,822
Capital Improvement Projects	\$716,665
Debt service (leases, etc.)	\$39,327
Total Expenses	\$4,369,568

Transfers to Reserves

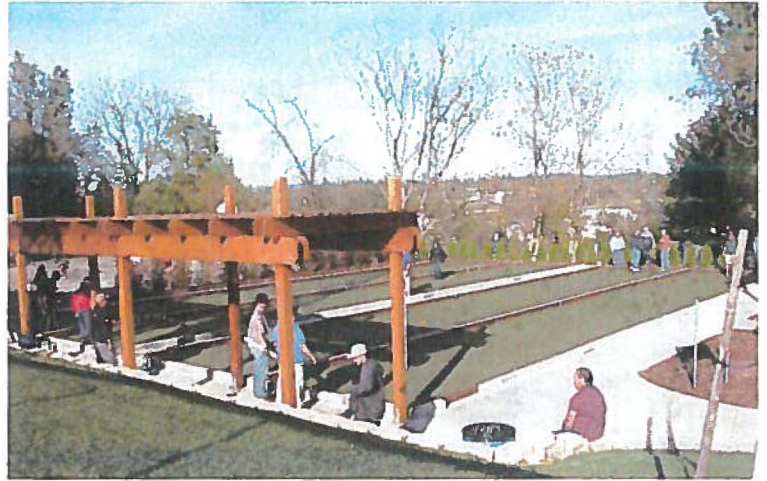
Equipment Replacement Reserve (new equip., vehicles)	\$50,000
Capital Construction Reserve (new & infrastructure projects)	\$136,000
ADA Reserve (for ADA upgrades to the District)	\$5,000

Surplus/(Deficit) **\$161,672¹**

Note¹: \$112,000 to be transferred to Equipment Reserve in FY 16/17

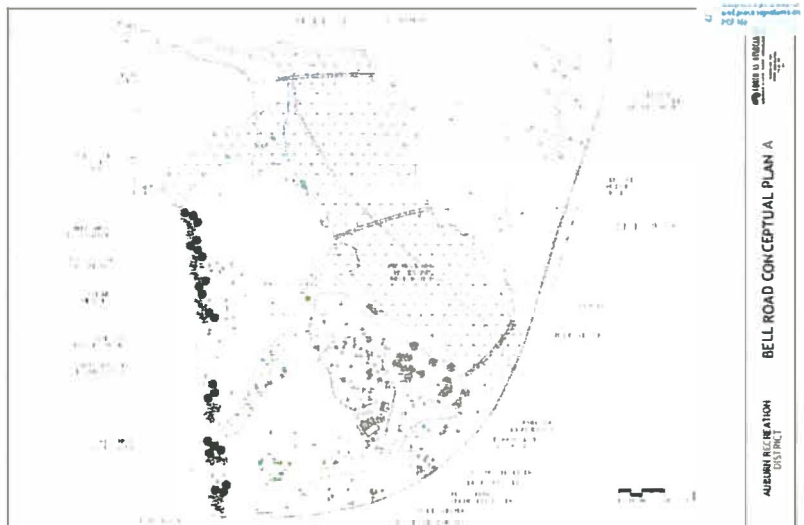
Parks and Facilities

- Four new bocce ball courts were constructed at Recreation Park. These 12'x80' courts were officially unveiled on December 5th.
- ARD received the first ever Gold Standard Access Award from Placer Independent Resource Services. This award was presented to ARD for its efforts in making your parks and facilities more accessible for all users.
- The foot bridge crossing Rock Creek received a major overhaul. The well-used feature at Regional Park was retro-fitted with new planks and wrought iron railings.
- New solar panels were installed on the Recreation Park community center gym roof.



- A new shade structure, playground and landscape improvements were installed at Railhead Park.
- Security cameras were installed at Overlook Park, with a focus on the skatepark and the parking area directly above.
- The Recreation Park bathroom was renovated both inside and outside. The main purpose of the renovation was to provide ADA compliant access to all users.

- Conceptual design work was completed for the parcel of land off of Bell and New Airport Rds. The +/- 26 acre parcel of land is in the process of being donated to ARD from PG&E.



Recreation and Youth Services

- The fall pickleball tournament, played on the new courts at Regional Park, drew 130 players.
- Summer Discovery Day Camp saw its daily average climb to 102 in 2015, up from 67 in 2013 and 84 in 2014.



- The Senior Health Fair, held at the Regional Park gym and done in cooperation with the Multi-purpose Senior Center saw record attendance.
 - ARD continued its successful relationship with the Sierra College Recreation Department internship program, hosting 4 interns through the year.
- Spring Break Day Camp saw a 20% increase in attendance.
- The ARD-YDL youth basketball league featured 66 teams from Auburn, 19 from the Bear River area and 13 from the Georgetown/Cool area.
- ARD and Newcastle Elementary were able to find available space for the families on the Discovery Club waiting list. This increased the Discovery Club maximum from 40 to 60 available slots.
- ARD, in cooperation with local fire, law enforcement and first responders hosted a children's safety day at Recreation Park.
- ARD summer camps continued to show growth, highlighted by Archery Camp, Lego Camp and the Mad Science Camps.



Events

- ARD hosted the first ever "Ain't Necessarily Dead Festival", a day of music inspired by the Grateful Dead. Attendees were treated to two stages of talented musicians, great food and lots of fun.
- The Canyon Keepers organization were honored as the 2015 ARD Friends of Recreation Award winner at the State of the Community Dinner.
- The 19th annual Auburn Community Festival at Recreation Park managed work around intermittent rain storms while still delighting the crowd with giant pumpkins, creative scarecrows, dozens of vendors and live music.



- The Great Auburn Obstacle Race brought more than 400 participants to Regional Park, where they ran, jumped and crawled through a 5 acre course.
- The annual Gold Pan Ukulele Festival moved to a two day event, with a concert Friday evening followed by a day of instruction and jamming on Saturday.
- The Movie in the Park series continued for the sixth straight summer.
- Jeffery Brouard brought his New Orleans flavored zydeco to the always popular Party in the Park at Regional Park.
- ARD's third annual Food Truck Fiesta once again found thousands of people enjoying food from 14 food trucks, beer from the Auburn Ale House and live music. The event raised over \$9,000 for the Auburn Bike Park.
- The ARD float at the Festival of Lights parade was a big hit, with Chipper sharing high-fives and waves to the large crowd.



Discussion Item #1: SDLF District of Distinction Accreditation

Auburn Area Recreation and Park District Policy Committee meeting September, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) seek SDLF District of Distinction Accreditation?

Background

The Special District Leadership Foundation (SDLF) District of Distinction (DoD) is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

ARD has already completed one part of the DoD, when it completed the Transparency Checklist (some updates may need to be made). The next big step would be to complete the tasks on the DoD application. The biggest challenge of the application is completing the training section, which states (in part) "Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas: Governance Training: Six hours of basic governance training."

Per Amber Phelen, SDLF Program Assistant:

The best way for your board and executive staff to achieve this requirement is for them to attend the [SDLA Conference](#). There is one coming up September 18, 2022 in Napa. By attending the full conference they are eligible to earn the [Certificate in Special District Governance](#) that also elevates your District of Distinction to [higher levels](#). If they are not able to attend the full conference, there may be pre-conference workshops of one of the modules offered in 2023, however those dates have not yet been announced. Taking just one of the SDLA modules would qualify for the basic level District of Distinction.

Additionally, they can complete the following:

Board Member Best Practices LIVE Workshop, (2023 date not yet announced) PLUS, TWO on-demand webinars:

- Board Member and District Liability Issues
- Who Does What? Best Practices in Board / Staff Relations

Please let me know if you have any other questions.

[Kahl: Thanks Amber. I do have some follow up questions.](#)

[We will not be able to make the SDLA Conference. So my understanding is that the only way for our agency to obtain the District of Distinction designation is to do the following:](#)

- [1\) Each Board member and executive staff takes one of the SDLA modules.](#)

- a. [Are these all in-person trainings?](#) Amber: They were offered virtually in 2022, but the board has not confirmed that will happen again in 2023.
- b. [These modules would not be available until 2023, correct?](#) A new virtual module 1 was just added to the schedule in December. [Display event - Virtual Workshop: SDLA Module 1 Governance Foundations \(csda.net\)](#)

OR

- 2) [Each Board member and executive staff attends a Best Practices LIVE \(I assume that means in-person\) Workshop PLUS two additional on demand webinars, as listed below](#)
Best Practices was offered virtually in 2022, but the board has not confirmed that will happen again in 2023.

Recommendation for the Policy Committee

Review and provide direction

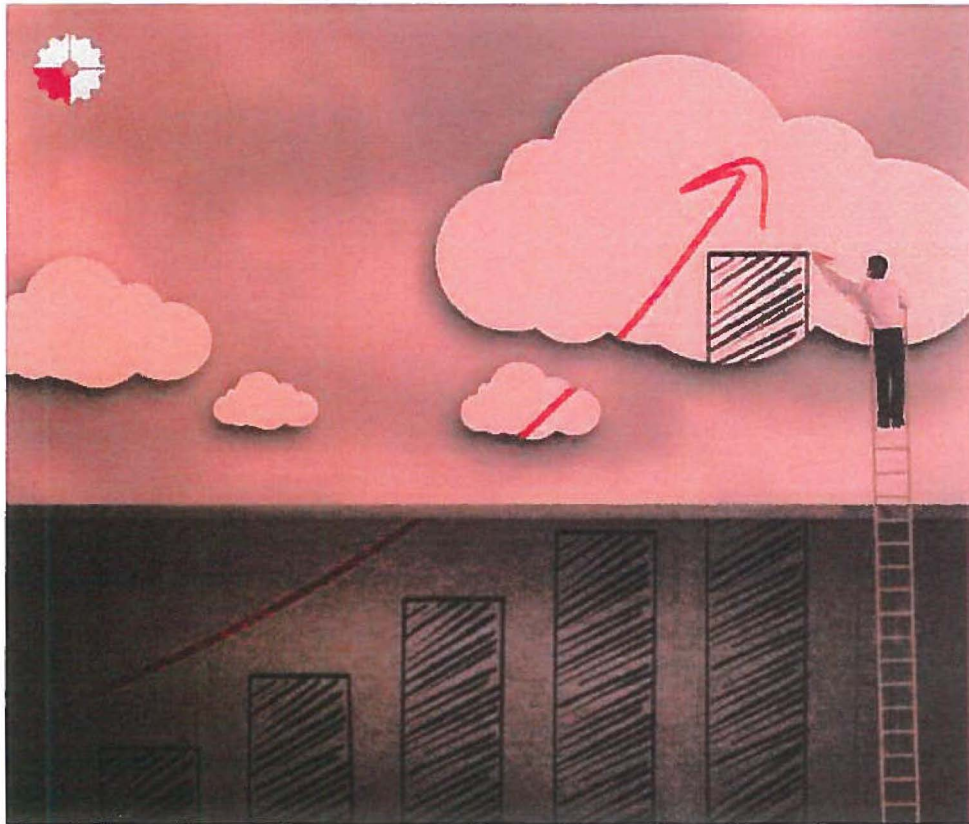
Fiscal Impact

Costs for training, unknown at this time

Attachments

Information about the SDLF District of Distinction Accreditation
SDLF District of Distinction application

/ PROGRAMS



SDLF's Level Up Challenge - 2022

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated, and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices ^{is} place among other areas of importance in ^{main} district ^{navigation} operations. (Press Enter).

The District of Distinction Accreditation is designed as a way for districts to highlight their prudent fiscal practices and effectively operate and govern a special district.

Chat-How Can We Help?

How Does it Work?

- SDLF Easy Steps**
- SPECIAL DISTRICT LEADERSHIP FOUNDATION**
1. Make the commitment to Level Up TODAY!
 2. Complete the Transparency Checklist
 3. Complete the District of Distinction Application
 4. ***Get Recognized for Your Efforts!***

What Does a Participating District Receive?

- A professional plaque for public display at the district
- Use of the SDLF District of Distinction recipient logo on the district's website, social media platforms, letterhead, and/or other public outreach materials
- Presentation of the plaque at a district board meeting or the CSDA Annual Conference
- Recognition on social media and in the CSDA eNewsletter

In addition, SDLF will randomly select ten (10) participating special districts that meet the challenge by November 30, 2022 to receive the following additional benefits:

- A district highlight and article in an issue of California Special District magazine
- Special recognition and highlight on the SDLF website
- Announcement of your district's achievement in a special SDLF press release sent to major newspapers in your area and statewide
- A letter sent from SDLF directly to your California legislators and county Local Agency Formation Commission (LAFCo) notifying them of your district's accomplishment

Challenge Timeline = February 15, 2022 through November 30, 2022

DOD Seal and Levels



Skip
main
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Earn the right to use the program's seal as visual proof that your special district stands out from others. Complete multiple SDLF programs and obtain various levels of accreditation up to platinum!

Chat-How Can We Help?



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

District of Distinction Application

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- ☐ Copies of the three most recent district audits, including financial statements (3 letters) SAS 114 - *The Auditor's Communication with Those Charged with Governance*, SAS 115 - *The Auditor's Communications on Internal Control Related Matters*, and management letter. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and CSDM certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- ☐ Copy of your district's current approved policies and procedures manual.
- ☐ Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

TRAINING

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- ☐ **Governance Training:** Six hours of basic governance training. (New board members and executive staff must complete within the past 5 years) *Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, *Board Member Best Practices* (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are:
Board Member and District Liability Issues, Must Have Communication Protocols for Board & Staff, and Who Does What? Best Practices in Board Staff Relations.
**Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.*
- ☐ **Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- ☐ **Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

OTHER

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- ☐ Board of Directors roster
- ☐ List of executive staff, including titles
- ☐ Completed application for accreditation/re-accreditation
- ☐ Accreditation/re-accreditation application fee
- ☐ Completed SDLF District Transparency Certificate of Excellence

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program's seal on district materials and a plaque honoring their accomplishment. SDFL will also send a letter to a local publication and notify legislators on a district's behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

How long is the designation valid?

The Districts of Distinction designation is valid for three years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district's budget:

INITIAL ACCREDITATION & RE-ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$250

Submit this application along with all required documentation and payment to:

Special District Leadership Foundation
1112 I Street, Suite 200
Sacramento, CA 95814
Phone: 916-231-2909 • Fax: 916-442-7889 • sdlf.org

Electronic filing is preferable.

info@sdlf.org

District:	
Mailing Address:	
City:	State: Zip:
Contact Name:	Title:
Phone:	Fax:
Email:	Website:
Assembly Member(s)*:	
Senator*:	
Local Newspaper(s):	
I certify that the information submitted is accurate and complete to the best of my knowledge.	Signature:
SILVER, GOLD OR PLATINUM RECOGNITION	
Board Members who have received Certificate in Special District Governance: (attach additional pages if necessary)	
	Date:
	Date:
	Date:
General Manager:	
<input type="checkbox"/> Has earned Certificate in Special District Governance	<input type="checkbox"/> Has completed Certified Special District Manager (CSDM)
PAYMENT	
Total: \$	<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
Acct. Name:	Acct. Number:
Expiration Date:	Authorized Signature: