

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

**WEDNESDAY, JULY 21, 2021, 1:00 PM**

**CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM  
AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://us06web.zoom.us/j/84900995398>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 849 0099 5398 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

**1.0 CALL TO ORDER**

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

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

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

**4.0 BUSINESS**

**4.1 Approval of Minutes from the June 16, 2021 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3 – 4)**

**Recommendation:** Review and approve minutes.

**4.2 COLA for Recreation Services Manager Job Description (Page 5)**

Shall the Auburn Area Recreation and Park District change the pay scales for the Recreation Services Manager Job Description for a COLA Wage increase?

**4.3 Approval of Legal Bills**

**Recommendation:** Review and approval of legal bills.

**4.4 Discussion items:**

1. Further discussion of additional cameras at Regional Park. (Pages 6 – 7)
2. Columbus Day Holiday Swap. (Pages 8 – 9)

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

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNMENT**

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

7-15-21  
Date

12:40 p.m.  
Time

  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Wednesday, June 16, 2021 at 1:00 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 1:06 p.m.

**ROLL CALL**

Directors Ainsleigh and Holbrook were present.

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

The agenda was approved by the Committee.

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

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the May 19, 2021 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the May 19, 2021 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

**4.2 Resolution Number 2021-14, Delegation of Authority to Request Disbursements from the California Employer's Pension Prefunding Trust (CEPPT)**

Directors Ainsleigh and Holbrook reviewed and approved Resolution Number 2021-14, Delegation of Authority to Request Disbursements from the California Employer's Pension Prefunding Trust (CEPPT) and forwarded it to the Board of Directors for review and adoption.

**4.3 Approval of Legal Bills – there were no legal bills.**

**4.4 Discussion Items:**

1. Additional Cameras at Regional Park/Internet at all Parks – continue discussion. Use solar to power the cameras. Director Holbrook requested more research on costs, look at internet for \$140.00 per month.

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

Director Ainsleigh requested looking into putting in a door to the outside from the toilet to Placer Hills Park.

**5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 1:23 p.m.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

## Item 4.2 Cover Sheet for COLA for Rec Manager Job Description

Auburn Area Recreation and Park District Policy Committee Meeting July, 2021

**The Issue:** Shall the Auburn Area Recreation and Park District change the pay scales for the Recreation Manager Job Description for a COLA Wage increase?

**Background:** As of April 1<sup>st</sup> the Board of Directors agreed to a 3% COLA wage increase District wide.

The job scale for the Recreation Manager Job Description listed originally was based off of the 2018 scale instead of the 2019 scale. The District needs to update this job description to the rate scale that reflects a 3% COLA change.

Originally, brought to the Board of Directors:

	Wage rate range	
Current:	\$28.70 - \$41.60	(2018 pay scale)
Proposed:	\$29.56 - \$42.85	

Should have brought to the Board of Directors:

	Wage rate range	
Current:	\$29.56 - \$42.85	(2019 pay scale)
Proposed:	\$30.45 - \$44.14	

### **2.20 Salary Schedule Ranges**

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

**Recommendation:** Staff recommends the Policy Committee recommend approval to change the Recreation Manager's pay scale to reflect the District's April 1<sup>st</sup>, 2021 3% COLA and to send this item to the July Board meeting Consent Calendar.

**Fiscal Impact:** No impact at this time as the Recreation Services Manager is currently in the middle of the pay scale.

## **Discussion Item 1. - Cover sheet – Additional Cameras at Regional Park**

**Auburn Area Recreation and Park District Policy Committee meeting March, 2021; May, 2021; June, 2021; July 2021**

### **The Issue**

A discussion about the possibility of adding additional battery-operated “Blink” type cameras at Regional Park. Director Holbrook requested that this be considered.

### **Background**

Staff has investigated adding battery-powered cameras to Regional Park. Staff found an outdoor camera made by “Blink” that could work. The biggest issue with using these types of cameras is the need for Wi-Fi. Unfortunately, the Wi-fi signal at Regional Park is weak everywhere except around the building.

Increasing the Wi-fi capability around the park can be done in a couple of different ways. Per Larry Freitas, part of ARD’s IT team with California Computer Services, there are a couple of different options:

We can certainly extend the Wi-fi coverages a couple different ways.

1. Point-to-Point- extend Wi-fi by installing point-to-point devices to reach the far edges of your facility. Power would be needed on each side. All devices provided would be weatherproof designed for outdoor installations.  
We were going to do this for the sprinkler control system but your people came up with another solution.
2. Provide long range wifi access points- these could provide coverage out to 600ft which probably isn’t that far for what you want cover.

Solution #1 requires power on both sides, if there is a power source on the far end somewhere we could tap into then this would be the best solution

The May Policy Committee requested that staff get more information on using solar to power the point-to-point devices. Information on such a device is attached.

The Committee also asked about providing internet/wi-fi to all parks. Past research in to the costs to bring wired internet to parks has led to extremely expensive quotes, specifically at Regional Park. Updated costs will be sought for the parks, but in general will cost around \$140/month, the same price we pay for CalNet broadband at Regional Park.

Staff will be meeting with Capture Technologies on July 22<sup>nd</sup> to get estimates to tie in more cameras to the existing network of cameras.

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

Review and provide direction.

**Fiscal Impact**

The cost for three of the cameras is \$250

The cost for the install of the point-to-point Wi-Fi extender is approximately \$1,000, not including the costs involved with providing power to the devices. The cost for a solar kit is approximately \$620/kit.

**Attachments**

None.

## **Discussion Item 2. Cover sheet – Columbus Day Holiday Swap**

**Auburn Area Recreation and Park District Policy Committee meeting July, 2020**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) swap the Columbus Day holiday for another holiday?

### **Background**

The ARD Personnel Policy and Procedure Manual states the following regarding holidays:

#### **5.4 Holidays**

- A. All full-time employees of the District shall be entitled to the following twelve holidays per year with pay:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Memorial Day  
Fourth of July (observed)  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

The Columbus Day holiday creates problems for the ARD Youth Services Department. The School Districts do not close for Columbus Day, therefore ARD's before/after school care program remains open for our families. As this is an ARD holiday, it is costly to do so because we have to pay our staff more. (Even our temporary/seasonal staff that do not normally get paid holidays).

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

Review and send a recommendation to the Board.

Staff proposes that we swap ARD's observation of Columbus Day to a different holiday, preferably New Years Eve Day. It is a slow time of year, making it easier to provide the day off without floating it for another day in the pay period.

ARD will also need to get approval from Local 39, as the Columbus Day holiday is part of the agreement between ARD and Local 39.

### **Alternatives available to the Policy Committee**

- 1) Swap out another holiday for Columbus Day
- 2) Do not recommend making the swap



**Fiscal Impact**

Unknown, however there would be savings from less holiday pay going to the Youth Services staff.

**Attachments**

None.