

Facilities & Grounds 21-22 Budget

Revenues

Rents and Concessions	FY 21-22 Budget Budget	2020-2021 Final Budget
Fee Waivers- Public	(15,452)	0
Fee Waivers-CVCC Public	(79)	0
Fee Waiver Offset	15,531	0
Blue Bird Room - CVCC	1,969	2,069
Stella Irving - Rec	588	0
Lakeside - Reg	631	159
Sierra Room Rental- CVCC	1,733	120
Sunset Room Rental- CVCC	630	(12)
Canyon View Room Rental-CVCC	1,828	342
Foothills Room Rental- CVCC	4,245	508
Oak Room Rental-CVCC	0	0
American River Room	4,287	0
Conference Room Rentals	2,339	45
Board Room Rental - CVCC	0	0
Conference Modular - Overlook	7,186	64
Gazebo - Rec	150	0
Gym - Rec	1,543	0
Gym - Reg	5,251	598
Tutor Totter Lease Agreement	6,598	5,146
Kitchen - Rec	0	0
Kitchen - Reg	0	0
Kitchen-CVCC	392	(48)
Picnic Area - Rec	6,517	(80)
Picnic Area - Reg	1,958	80
Picnic Area - Ashford	1,279	(100)
Picnic Area - Meadow Vista	2,721	(578)
Field - Recreation	2,351	391
Field A - Reg	336	179
Field - Softball MV	1,900	(1,337)
Field - Christian Valley	1,826	0
Field Soccer/Baseball-Winchester	3,532	299
Field "Beggs" - Rec	5,423	921
Field B - Reg	571	(183)
Field "James" - Rec	10,572	1,654
Field "Chana" - Reg	3,996	1,405
Bocce Ball Field Rental	116	0
Field Soccer - Reg	927	0
Field Soccer A- MV	1,575	(0)

Fac & Gds

Field Soccer A- Railhead	4,860	(81)
Field Placer Hills	1,682	0
Field Soccer B- MV	0	0
Field Soccer B- Railhead	5,972	(60)
Field "Pee Wee Soccer" Rental - MV	0	0
Field Lining Revenue - Rec	0	0
Field Lining Revenue - Reg	160	(80)
Field Lining Revenue - MV	189	211
Misc Rents & Concessions	1,636	(791)
Misc Rents & Concessions - Bureau	8,950	0
Custodial Fees	14,120	(1,933)
Custodial Fees- Bureau	360	0
MV cust fee	1,303	(160)
Set up and Take Down Fees	1,588	0
Set up and Take Down Fees-Bureau	900	0
MV alcohol fee	70	0
TOTAL RENTS & CONCESSIONS	126,760	8,749

Miscellaneous Revenues

MV comm ctr rental	45	(310)
Sales of an Asset	0	0
Recycling Revenue	0	0
Alcohol permit	2,879	(474)
Alcohol Permit - Bureau	0	80
Misc Income - F & G	0	0
Total Misc Revenue	2,924	(704)

Fac & Gds

FY 21-22
Budget 2020-2021

Grants & Donations

	Budget	Final Budget
Grants	177,000	0
Donations F&G	5,000	6,979
Pump trac donations	116,850	120,000
TOTAL GRANTS & DONATIONS	298,850	126,979

Small Tools and Equipment-Rec Park	8,160	7,035
Small Tools and Equipment-Reg Park	1,340	1,525
Small Tools and Equipment-MV Park	880	1,005
Small Tools and Equipment-CVCC Fac	1,164	105
Field Marking Expense	0	1,149
Safety Supplies - F & G	8,818	9,814
Restroom Supplies - Rec Park	1,941	2,444
Restroom Supplies - Reg. Park	1,946	2,438
Restroom Supplies - Ashford	1,003	1,132
Restroom Supplies - M.V. Park	1,214	1,425
Restroom Supplies - Railhead Park	1,023	1,279
Restroom Supplies - Overlook Park	1,238	2,191
Restroom Supplies - Placer Hills Park	103	712
Restroom Supplies - Rec. Comm Ctr	3,748	4,343
Restroom Supplies - Reg. Comm. Ctr	3,415	3,849
Restroom Supplies - CVCC	4,644	5,563
Sanitation- Regional Park- Port. Toilet	5,414	5,496
Sanitation- Winchester Park- Port. Toilet	5,213	5,495
Sanitation- Rec Park ADA Portab	3,859	2,543
Sanitation - Reg ADA Toilets	4,551	4,311
Rec Park - Debris Box	7,743	9,519
Sanitation- Regional Park - Debris	6,728	6,633
Sanitation- MV Park- Debris	4,565	4,136
Sanitation- CVCC - Debris	2,964	3,407

TOTAL OPERATIONS & SUPPLIES

144,681 152,976

FY 21-22

141,168

Budget

2020-2021

Fac & Grds

2,823

Budget

Final Budget

Lights- Rec Pk Beggs Field (LL)	3,972	2,296
Lighting Reimbursements - Beggs Fld.	(3,486)	(1,977)
Lights- Rec Park James Field (LL)	5,994	2,588
Lighting Reimbursements - James Fld.	(3,625)	(1,975)
Lights- Recreation Field (LL)	1,119	508
Lighting Reimbursements - Rec Fld.	(1,114)	(549)
Gas/Electric - Rec Comm Ctr	8,526	21,704
Gas/Electric - Reg Comm Ctr	13,635	11,374
Gas/Elec. - Chr Vly Comm Ctr	1,616	1,255
Electric Reimbursements - Chr Vly CC	(1,348)	(906)
Gas/Electric - CVCC	27,337	19,111
Gas/Electric - Recreation Park	12,367	9,365
Lighting Reimb - Rec Park	6	7
Gas/Electric - Reg Park	27,258	20,365
Lighting Reimbursements - Reg Park	(2,001)	(1,020)

Gas/Electric - Ashford Park	3,958	2,742
Gas/Elec. - MV Park	5,715	4,728
Electric - Railhead	4,543	3,242
Lighting Reimbursements - Railhead	(1,731)	(1,266)
Gas/Electric - Overlook Park	0	0
Gas/Electric- Winchester Park	1,607	1,406
Water - Rec Comm Ctr	3,553	3,326
Water - Reg Comm Ctr	2,362	2,147
Water - Chr Vly Comm Ctr	2,256	1,504
Water - CVCC	3,719	2,764
Water - Recreation Park	5,705	4,373
Water - Regional Park	10,216	10,049
Water - Ashford Park	5,196	4,030
Water - MV Park	20,766	21,210
Water - Chr Vly Park	3,905	8,218
Water - Railhead Park	4,962	4,075
Water - CVCC (Park)	2,114	1,920
Water - Overlook	6,753	6,203
Water - Placer Hills Park	6,976	5,890
Water - Winchester Park	0	0
Water - Atwood	3,537	2,416
Water - Chana Field	7,000	0
Sanitation - Rec Park (Sewer)	9,624	9,344
Sanitation - Regional Park - (Sewer)	15,103	8,868
Sanitation - Ashford Park (Sewer)	1,710	1,642
Sanitation - Railhead (Sewer)	179	174
Sanitation - Overlook (Sewer)	758	736
Sanitation - CVCC (Sewer)	10,495	10,189
TOTAL UTILITIES	231,237	202,074

Fac & Grds

	FY 21-22 Budget	2020-2021 Final Budget
Professional Services		
Professional Services	14,529	14,463
Professional Services - Bureau	0	(0)
Professional Services - Atwood III	7,996	7,568
Atwood - County Admin Coll Fee	269	261
Total Professional Services	22,794	22,291

Building & Grounds Maintenance		
Equipment Rental - F & G	1,000	7,105
District Vehicles Maint - F & G	21,630	20,277
Irrigation supplies	340	0

Maint - Recreation Field	4,861	2,318
Maint - CV Baseball Field	5,314	5,272
Maint - James Field	1,652	2,482
Maint - Beggs Field	5,228	10,237
Maint & Repairs - Equipment	36,151	37,474
Maint- Rec Park - Irrigation Pump	0	0
Maint- Reg Park - Irrigation Pump	0	1,220
Maint- Ashford Park - Irrigation Pump	0	4,738
Maint- MV Park - Irrigation Pump	0	0
Maint - Winchester - Irrigation Pump	282	4,738
Maint - M.V. Soccer Field	0	1,133
Maint- Winchester Field	1,185	1,143
Maint - M.V. Tennis Courts	5,000	0
Maint - Recreation Park	18,183	22,931
Maint - Regional Park	70,273	60,935
Maint - Ashford Park	13,857	14,379
Maint - Meadow Vista Park	28,798	30,315
Maint - Christian Valley Park	3,901	4,834
Maint - Railhead Park	6,470	5,741
Maint- CVCC Park	9,800	11,670
Maint - Overlook Park	10,153	10,860
Maint - Placer Hills Park	2,188	1,482
Maint - Pocket Parks	621	289
Maint - Mt. Vernon Park	228	1,165
Maint - Winchester Park	1,719	3,283
Maint - Atwood III	3,320	14,459
Maint-Shockley	3,650	18,770
Maint - Bike Park	11,831	5,116
Maint-Ashley dog park	4,280	12,763
Maint - Recreation Comm Ctr	18,445	18,954
Maint - Regional Comm Ctr	9,306	6,622
Maint - Christian Valley Comm Ctr	98	1,940
Maint - CVCC	12,818	17,721
Maint - Overlook Modular	672	122
Maint - Regional Tennis Courts	5,445	1,164
Maint - MV Soccer A Field	305	313
Maint - RH Soccer A Field	4,615	6,508
Maint - PH Soccer Field	0	268
Maint - Regional Field Soccer	3,058	2,230
Maint - MV PeeWee Soccer	31	30
Maint - RH Soccer B Field	5,550	6,126
Maint - Regional Field A	11,716	11,778
Maint - MV Softball Field	350	356
Maint - Regional Field B	10,199	7,523

Fac & Grds

Maint - Regional Field C	5,974	6,748
Tree Maint Rec Park	10,000	12,000
Tree Maint Reg	10,000	8,811
Tree Maint Ashford	5,000	0
Tree Maint MV park	5,000	0
Tree Maint PH Park	5,000	0
Tree Maint Shockley Park	5,000	5,000
Tree Maint Railhead Park	0	0
Tree Maint Pocket Parks	0	0
Tree Maint Atwood Park	2,500	43
Vandalism Repairs Exp.	12,878	9,355
TOTAL MAINTENANCE	415,875	440,739

FY 21-22
Budget
Budget 2020-2021
Final Budget

Salaries/Wages Expenses

Wages - Fac Attend - Rec Park	104,983	91,146
Wages - Fac Attend - CVCC	32,811	27,725
Wages - Fac Attend - Reg Park	26,247	23,315
Wages - Fac Attend - Overlook	79	80
Wages - Management	166,999	148,509
Wages - Rec Park	246,315	253,376
Wages - Reg Park	186,144	168,004
Wages - Ashford Park	54,202	49,068
Wages - Meadow Vista Park	70,215	63,785
Wages - CV Comm Ctr	9,853	8,645
Wages - Railhead Park	22,525	19,791
Wages - CVCC	19,338	16,475
Wages - Overlook Park	20,686	18,608
Wages - Placer Hills Park	18,586	15,552
Wages - Pocket Parks	8,622	8,121
Wages- Mt. Vernon Park	0	488
Wages - Winchester Park	9,016	6,843
Wages - Atwood	8,066	6,723
Wages - Shockley	2,650	1,314
Wages - Other Projects	0	0
Wages - Special Events	548	548
Wages - Uniform Allowance	14,204	8,831
	1,022,089	936,947

Fac & Grds

FY 21-22
Budget 2020-2021
Actual Budget Final Budget

ER -Taxes - F & G (7.65%)	82,215	72,221
Employment Expense - F & G	2,037	1,814
Fingerprinting Exp. - F & G	125	106
Benefits Expense - F & G	236,277	177,299
Employer Retirement Exp.	129,686	113,501
Worker's Comp.	78,955	89,118
TOTAL BENEFITS & PAYROLL COSTS	529,295	454,059

TOTAL SALARIES, BENEFITS **1,551,384** **1,391,006**

Fixed Assets

Fixed Asset Purchases - F&G	162,400	115,862
Fixed Asset Purchases - Bureau	0	0
Computer Purchases	0	0
TOTAL FIXED ASSETS	162,400	115,862

Lease Purchase Princ/Interest

	0	0
	0	0
TOTAL LEASE COSTS	0	0

Rent

Bureau of Reclamation Lease	0	0
Rec Park Lease UPPR	2,076	2,076
TOTAL RENT	2,076	2,076

Fac & Grds

	Actual	FY 21-22 Budget	2020-2021 Final Budget
Art in the Park		877	950
Bike Park Construction		159,390	201,028
Rec Shop Floor Repairs		10,000	0
MV Parking lot Restripe/Reseal		15,000	0
MV Pathway Repairs		15,000	0
Overlook Restrooms ADA upgrades		15,000	0
Regional Dry Creek Playground		177,000	0
Placer Hills Parking Lot		30,000	3,523
Energy Efficiency Project		2,135,500	0
REG - 24 Acres Planning/CEQA		73,276	120,000
Reg - 24 Acres Construction Docs		70,000	0
CVCC ADA Door opener		5,000	5,000
REC - James Field Grass		42,000	42,000
REC - Rec Field Renovation		25,000	24,000
Wheelchair Swing Project		60,000	60,000

<i>Total Capital Improvements (Funded)</i>	2,833,043	456,501
TOTAL CAP IMPROVEMENT	2,833,043	474,377
TOTAL EXPENDITURES	5,363,490	2,801,401
Total Revenues	3,165,408	565,401
Total Expenditures	5,363,490	2,801,401
Contingency Fund 1% of total exp	0	0
Restricted reserve for equip repl	0	0
Net Gain (Loss)	<u>(2,198,082)</u>	<u>(2,236,001)</u>

Fac & Grds

Customer Service 21-22 Budget Revenues

FY 21-22 2020-22
Budget Final

Revenue

Out of Dist Fees	14,939	2,344
Out of Dist Fees - Bureau	1,399	195
Return Check Fees	0	0
Total	16,338	2,539

Rents & Concessions

	0	0
Total	0	0

Miscellaneous Revenue

	0	0
Total	0	0

Grant Revenue

	0	0
Total	0	0

Other Financing Sources

Transfers from Equipment Reserv	11,000	0
Total	11,000	0

Total Revenues

27,338 2,539

Expenditures

Expenditures

Cash short/over	-17	0
Merchant fees	9,479	8,028
Bad Debt	194	21
Telephone expense	6,946	7,098
Gift certificates Given Out	366	281
Postage	500	0
Office Supplies	1,875	2,388
Duplication costs	148	195
Office Equipment rental	6,020	7,005
Office equipment Maintenance	5,000	0
Gas/Mileage Expense	431	399
Public Relations/Marketing	12,150	12,701
Dues and Subscriptions	357	0

Cust Serv.

Safety Supplies	0	0
Staff Appreciation	100	50
Staff Development	438	0
Theft Expense	0	0
Small Office equipment	0	0
Total Expenditures	43,987	38,166

Prof Services	24,182	3,852
	24,182	3,852

	FY 21-22	
	Budget	Mid Year
Wages (F/T)	131,462	104,970
Wages (P/T)	12,652	1,771
Total	144,114	106,741

ER -Taxes - Admin (7.65%)(10.85%)	11,550	8,801
Employment Expense	100	100
Fingerprinting Expense	100	100
Benefits Expense	25,641	23,499
Employer Retirement Exp. (16.622%)	22,980	18,248
Worker's Compensation (.68% x 148%)	742	671
Total	61,113	51,419

Total Salaries & Benefits **205,227** 158160

	FY 21-22	
	Budget	Mid Year
Fixed Assets- Equipment		
Fixed Asset Purchases	14,000	0
Fixed Asset Purchases (computer)	0	0
	14,000	0

Total Expenditures **287,396** 200178

Total Revenues **27,338** 2539

Cust Serv.

Total Expenditures	287,396	200178
Contingency Reserve (2% of expen:	0	394.51
Net Gain (Loss)	<u>-260,732</u>	<u>(198,034)</u>

Cust Serv.

Recreation 2021-2022 Budget

Revenues	FY 21-22 Budget Budget	Final Budget 2020-21
Program Revenue		
Adult Softball	20,393	(6,830)
Adult Basketball	12,401	(2,415)
Adult Grass Volleyball (New)	0	-
Sr. Sports	5,443	(25)
Adult Volleyball	1,020	-
Pickle Ball	5,675	84
Adult Classes	20,632	11,204
Adult Classes - Bureau	11,987	4,388
Bocce Ball	157	32
Youth Basketball	93,048	50,730
Youth Volleyball (New)	3,000	-
Pee Wee/Short Shots	0	-
Youth Classes	39,735	18,806
Youth Classes - Bureau	0	-
Youth Camps	20,614	14,403
Youth Camps - Bureau	19,738	10,200
Youth Sports Camp	9,716	6,449
Youth Sports Camp - Bureau	8,896	-
Special Events	8,400	4,530
Party in the Park	0	-
Ukulele Festival	10,000	208
Concert at Overlook (New)	6,188	-
Food Truck Fiesta	0	-
Great Obstacle Scramble	10,819	-
Dead Festival	0	-
Auburn Community Festival	9,728	4,138
Total Program Revenues	317,590	115,902
Misc. Revenue		
Activity Guide-Advertising Rev.	0	(775)
Miscellaneous Rev	0	-
TOTAL MISC REVENUE	0	(775)
Grants & Donations		
Youth Assistance Fund - In Dist	9,001	7,950
Donations - Recreation	0	-

Rec

TOTAL GRANTS & DONATIONS **9,001** 7,950

Total Revenues **326,591** 123,077

Expenditures

Program Expenditures	FY 21-22 Budget Budget	Final Budget 2020-21
Instructors - Adult Classes	17,869	7,320
Inst - A Classes - Bureau	6,900	2,953
Instructors - Youth Classes	27,427	16,124
Inst - Y Classes - Bureau	0	-
Officials - Adult Softball	4,720	2
Officials - Adult Basketball	4,573	-
Officials - Adult Volleyball	0	-
Officials - Youth Basketball	10,072	-
Instructors- Youth Camp	31,164	7,195
Inst - Y Camp - Bureau	19,474	11,649
Instructors- Youth Sports Camp	5,324	3,296
Inst - Y Sports Camp - Bureau	0	-
Adult Softball Expense	1,835	-
Adult Basketball Expense	809	-
Adult Volleyball Expense	424	-
Pickle Ball/Tennis	1,685	(0)
Adult Class Expense	364	119
Bocce Ball Prog Expense	250	-
Youth Basketball Expense	22,868	4,151
Youth Volleyball Expense (New)	500	
Pee Wee/Short Shots	0	-
T-Ball	0	-
Youth Class Expense	476	-
Youth Camp Expense	0	-
Youth Sports Camps	0	-
Special Events	9,393	3,448
Party in the Park	0	173
Ukulele Festival Expense	10,175	820
Concert at Overlook	3,363	-
Food Truck Fiesta	0	108
Obstacle	7,411	-
Dead Festival	0	-
Auburn Community Festival Exp	8,711	4,111
TOTAL PROGRAM EXP.	195,787	61,469

Rec

Operating Expenditures

Telephone	0	527
Activity Guide	34,786	17,537
Youth Assistance Expense	15,218	6,848
Office Supplies	1,734	898
Gas/Mileage	517	151
Dues & Subscriptions	1,659	921
Staff Appreciation	46	97
Company Celebrations	1,445	1,169
Staff Development	537	132
Small Rec Equipment	376	109
Safety Supplies	30	-
TOTAL OPERATING EXP	56,348	28,389

	FY 21-22 Budget	Final Budget 2020-21
Professional Services		
Professional Services	18,375	(1)
Total Professional Services	18,375	(1)

Salaries/Wages Expenditures

Wages - Full Time	147,556	114,730
Wages - Part Time	0	(60)
Wages - Seasonal	2,553	3,291
Wages - Adult Softball	3,980	428
Wages - Uniform	0	-
Wages - Adult Basketball	3,622	1,172
Wages - Adult Volleyball	0	-
Wages - Special Events	0	-
Totals	157,711	119,561

Benefits & Payroll Expenditures

ER -Taxes - (13.65%)	12,664	8,651
Employment Expense	980	-
Fingerprinting Expense	105	141
Benefits Expense	37,017	28,428
Calpers Exp.	20,064	14,437
Worker's Comp	3,005	2,814
Totals	73,835	54,471

Equipment & Fixed Assets

Rec

Fixed Assets - Recreation	0	-
Computer Purchases - Rec	0	-
Totals	0	-
Total Expenditures	483,682	263,773
Total Revenues	326,591	123,077
Total Expenditures	483,682	263,773
Contingency (1% of expenses)	0	-
Net Gain (Loss)	(157,090)	(140,696)

Rec

Youth Services 2019-2020 Budget Revenues

FY 21-22 Budget Final Budget

Budget 2020-21

Alta Vista DSC Revenue	0	(322)
Auburn Elem DSC Revenue	105,284	76,214
Skyridge DSC Revenue	127,146	74,162
Rec Day Camp Rev (School & Summer)	214,475	134,685
Preschool	74,150	35,752
Newcastle DSC Revenue	122,270	73,339
TOTAL	643,325	393,830

0	2,660
0	950
0	3,610

Rents & Concessions

Rock Creek Modular Rent	3,960	3,960
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Miscellaneous Revenue

0	0
500	600

Total Revenues

647,785 402,000

Expenses

Program Expenditures

FY 21-22 Budget Final Budget
Budget 2020-21

Alta Vista Program expense	0	365
Auburn Elem - Program Expense	4,748	3,737
Skyridge - Program Expense	4,888	3,693
Rec Day Camp - Program Exp (Sch. & Sum)	11,986	8,425
Preschool	1,540	2,350
Newcastle - Program Expense	4,188	2,990
	27,350	21,560

Operations & Supplies

Advertising - Youth Services	55	0
Telephone - Youth Services (Cell phones)	0	261
Telephone - Preschool	0	0
Telephone - Rec Day Camp Modular	2,610	2,599
Telephone - Newcastle	639	458

Y. Serv.

Telephone- Auburn Elem	2,288	2,792
Telephone - Alta Vista	0	14
Telephone- Skyridge	1,721	2,228
Office Supplies - Youth Services	320	154
Gas/Mileage Reimbursement Expense	150	0
Dues and Subscriptions	305	261
Staff Appreciation - Youth Services	155	143
Staff Development - Youth Services	920	312
Safety Supplies - Youth Services	750	510
Small Equipment	1,604	0
TOTAL	11,517	9,732

Utilites		
Electric - Day Camp	2,775	2,203
	2,775	2,203

Professional Services		
Professional Services	18,483	13,620
	18,483	13,620

Final Budget

	FY 21-22 Budget	2020-21
Rep/Maint - Auburn Elem	1,700	339
Rep/Maint - Rock Creek	675	81
Rep/Maint - Rec Day Camp	675	5,133
Rep/Maint - Skyridge	700	1,759
Rep/Maint - Preschool	425	5
Rep/Maint - Newcastle	200	33
	4,375	7,350

Y. Serv.

Final Budget

	FY 21-22 Budget	2020-21
Salaries/Wages Expenses		
Wages - (Y.Serv) - Manager - Salary	59,417	64,953
Wages - (Y.Serv) - Alta Vista - PT	0	6,783
Wages - (Y.Serv) - Aub Elem - PT	87,280	79,649
Wages - (Y.Serv) - Aub Elem Maint	843	371
Wages - (Y.Serv) - Rock Creek Maint	126	33
Wages - (Y.Serv) - Skyridge - PT	80,872	74,297
Wages - (Y.Serv) - Skyridge Maint	126	237
Wages - (Y.Serv) - Rec Day Camp - PT	74,016	96,627
Wages - (Y.Serv) - Day Camp Maintenanc	363	469
Wages- (Y.Serv) - Newcastle - PT	93,957	61,965
Wages - (Y.Serv) - Newcastle Maint	63	37
Wages - (Y.Serv) - Preschool	43,620	18,270
OTAL WAGES	440,683	403,691

Aquatics 21-22 Budget Revenues

	FY 21-22 Budget	FY 20-21 Final Budget
Adult Aquatic Activities	11,176	12,343
Adult Aquatic Activities Placer Hills	0	-
Master Swim	3,948	2,566
Public Swim	40,719	1,445
Public Swim - Placer Hills Pool	3,954	-
Swim Lessons	28,422	21,245
Swim Lessons - Placer Hills Pool	9,690	-
Swim Team	16,875	3,576
Synchro Team	11,510	5,623
Misc Income	0	-
Totals	126,294	46,798
Rents & Concessions		
Sierra/Splash Pool Rental	12,323	2,999
Placer Hills Pool rental	1,851	-
Totals	14,174	2,999
Grants & Donations		
Donation Rev - Aquatics	0	-
Other Financing Sources		
Transfers from Future Capital Constr.	0	-
Transfers from Equipment Reserv	15,900	27,425
Transfers from ADA Reserv	0	-
City Mitigation Apportionment	0	-
Totals	15,900	27,425
Total Revenues	156,368	77,222

Expenditures

	FY 21-22 Budget	FY 20-21 Final Budget
Instructors - Aquatics	2,006	1,701
Adult Aquatic Activities Exp.	1,063	1,354
Public Swim Expenses	2,797	1,599
Public Swim Expenses PH	441	-
Swim Lessons Expenses	303	532
Swim Team Expenses	471	517
Synchro Team Expenses	716	128

Aqua

Totals

7,797

5,831

Operations & Supplies

Telephone - Placer Hills Pool	1,056	1,027
Telephone - Aquatics	0	-
Office Supplies	0	20
Gas Mileage - Aquatics	0	-
Professional Services	274	0
Staff Appreciation- Aquatics	0	108
Staff Development- Aquatics	162	103
Safety Supplies - Aquatics	0	21
Small Equipment	1,660	618
Small Equipment - PH Pool	0	-
Uniform Exp	0	-
Totals	3,152	1,897

Utilities

Gas/Electric - Sierra Pool	35,900	24,766
Gas/Electric - Placer Hills	6,990	2,947
Reimbursement - Gas/Electric	-10,000	(6,248)
Water - Sierra Pool	3,203	1,551
Water - Placer Hills	952	212
Reimbursement - Water	-1,250	(500)
Totals	35,795	22,728

Maintenance

Maintenance - Sierra Pool	47,800	28,330
Reimbursement - Maintenance	-4,400	(1,320)
Maintenance - Placer Hills pool	11,500	3,624
Totals	54,900	30,634

Salaries/Wages Expenses

	FY 21-22 Budget	FY 20-21 Final Budget
Wages - Aquatics Coordinator	24,921	11,124
Wages - Adult aquatics	5,958	4,707
Wages - Public Swim	70,462	16,435
Wages - Public Swim - PH Pool	9,428	-
Wages - Swim Lessons	10,486	8,558
Wages - Swim Lessons - PH Pool	4,211	-
Wages - Master Swim	4,157	1,519
Wages - Coaches (Swim Team)	7,757	927
Wages - Coaches (Synchro)	13,168	1,059
Totals	150,528	44,329

Benefits & Payroll Costs

Aqua

ER -Taxes -(12.65%)	14,341	4,102
Employment Exp- Aquatics	1,630	1,795
Fingerprinting Exp- Aquatics	730	355
Calpers Exp. 16.444%	3,973	2,368
Worker's Comp (2.29% x 1.14%)	2,865	859
Totals	23,539	9,480

Equipment & Fixed Assets

Fixed Assets - Aquatics	15,900	27,425
Totals	15,900	27,425

0	-
0	-

Total Expenditures	291,611	142,325
Total Revenues	156,368	77,222
Total Expenditures	291,611	142,325
Net Gain (Loss)	-135,243	(65,103)

Aqua

Item 4.6 Cover Sheet – Approval of Agreement with Local 39 Operating Engineers

Auburn Area Recreation and Park District (ARD) Finance Committee meeting March, 2021.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve the agreement between ARD and the Local 39 Operating Engineers? The term of this agreement is from April 1, 2021 – March 31, 2022.

Background

District staff has been negotiating a new contract with Local 39 since January 2021. After several meetings with the union representative and the negotiating committee (made up of three represented staff members), a tentative agreement has been struck. The complete details of the negotiated items are in the attached document. The main points on the agreement are as follows:

Contract Term

April 1, 2021 through March 31, 2022

Health Benefits

The parties have tentatively agreed to an 80% - 20% split, based on the least expensive HMO plan that CalPERS offers, the Western Health Advantage Plan (WHAP). ARD will cover 80% of the WHAP premium and employees will cover 20% of the premium. If an employee chooses a more expensive health plan, they will pay the difference.

Employees will not be able to change their coverage to an HMO until Jan 1, 2022. The District has tentatively offered to reimburse up to \$250 of expenses (for each covered person up to \$1,000 per family) for the period of April 1st – Dec 31st of 2021.

Cost of Living

The parties have tentatively agreed to a 3% COLA, beginning April 1, 2021. No cost of living increase was given in fiscal year 2021-21, due to the pandemic.

Recommendation

Staff recommends approving the agreement between ARD and the Local 39 Operating Engineers and forwarding it to the Board of Directors for approval.

Fiscal Impact

The changes to the Health Benefits will impact the District by approximately \$6,400 for 2021-2022. The annual impact to the District is estimated at \$26,000. This is within the constraints of the budget.

The cost-of-living increase will impact the District by \$38,360 for the employees in the Union and \$81,600 total for all employees¹ for fiscal year 2021-2022, and has been budgeted for. This impact includes most of the District employees, except those that received min wage increases in January.

¹ District policy states:

2.31. COLA (Cost of Living Allowance)

A cost of living adjustment (COLA) may be provided to all permanent, full-time or part time, non-union employees based on identical negotiated increases provided to union employees. Such adjustments shall be made concurrent with the negotiated union adjustment. COLA raises are separate and distinct from an employee's merit increases.

Attachments

Agreement between the Auburn Area Recreation and Park District and the Local 39 Operating Engineers (highlighted to show changes from the existing agreement).

~~2020~~2021-2021~~2022~~

**AGREEMENT BETWEEN AUBURN RECREATION DISTRICT
AND LOCAL 39 OPERATING ENGINEERS**

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ARTICLE 1

PREAMBLE

The articles and provisions contained herein constitute a bilateral and binding agreement by and between the Auburn Area Park and Recreation District ("ARD") and the IUOE, Stationary Engineers Local 39 ("Union"), an employee organization, and becomes effective on ~~April~~ August 1, 2024¹ and ending on March 31, 2024². This agreement supersedes and replaces any and all agreements and memorandums of understandings preceding the date of this agreement. The parties agree to abide by the Personnel policies of the District unless otherwise modified herein.

ARTICLE 2

RECOGNITION

- A. ARD recognizes the Union as the exclusive representative for those employees employed in the following classifications:
1. F&G grounds supervisor (F/T).
 2. F&G park worker (F/T).
 3. F&G park worker (P/T).
 4. F&G senior park worker-pool operator (F/T)
 5. F&G senior park worker (P/T)
 6. F&G facilities coordinator (F/T)
 7. F&G Custodian (F/T, P/T).
 8. F&G Facility Attendant-Custodian (P/T)
 9. Sports coordinator.
 10. Customer service rep (F/T,P/T).
 11. Youth services program coordinator (F/T).
 12. Youth services program site director (F/T).
- B. In the event any new positions are created in ARD other than those fitting into the employee's organization, written notification shall be given to the Union in a timely manner. The Union will have seven (7) working days to respond with their concerns over the creation of any non-union positions. Further, a meeting may be called to see if ARD and the Union can mutually agree on the status of the newly created positions. However, ARD has the right to create positions not within the employees' organization over the objections of the Union.

ARTICLE 3

TERM OF THE AGREEMENT

The term of this Agreement is from April 1, ~~2020~~ 2021 to March 31, ~~2021~~ 2022

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ARTICLE 4

EMPLOYEE RIGHTS

ARD and the Union recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join and participate in employee organizations

1. Payroll Deductions:

In addition to continuing existing payroll deductions for group insurance plans to which the District is or shall hereafter be a contracting party, the District agrees to establish payroll deductions for the normal and regular monthly Union membership dues, initiation fees, fair share fees and assessments, and for the IUOE Federal Political Action Committee in manner defined in section 2 of this Article.

2. On the basis of individually signed, voluntary authorized deduction forms, the District will deduct dues of (\$05) for each hour that the employee receives wages under the terms of the Agreement, to go towards the Local 39 Federal Political Action Committee. It is agreed that these authorized deductions for the Local 39 Federal Political Action Committee (PAC) are not conditions of membership in the Stationary Engineers, Local 39 or of employment with the District and that the Local 39 Federal PAC will use such monies in making political contributions in connection with Federal, State, and local elections. Payments shall be made on a separate check to Local 39 Federal PAC, accompanied by monthly reports reflecting employee hours worked on forms provided by the Local 39 Federal PAC, shall be remitted to 1620 North Market Blvd. Sacramento, CA 95834.

The costs of administering this payroll deduction for Local 39 Federal PAC are incorporated into the economic package provided under the terms of this Agreement so that the Local 39 Federal PAC has, through its negotiation and its execution of this Agreement, reimbursed the District for the costs of such administration.

ARTICLE 5

EMPLOYMENT POLICIES AND PRACTICES

5.1 New Hires, Employees Subject to Probationary Period

The first twelve months of continuous employment at the District is considered a probationary period. All employees shall serve a probationary period of twelve (12) months, commencing with their first day of employment. During this time the employee is expected to learn job responsibilities, get acquainted with fellow employees, determine whether or not he/she is happy with the job and whether further employment with the District is appropriate. The employee's supervisor will closely monitor his/her performance.

All employees may be evaluated in writing at any time during their probationary period and a mandatory evaluation will be completed after twelve months of employment, the standard probationary period. The Department Manager shall recommend either for or against retention of the employee prior to the expiration of the probationary period.

At any time during the probationary period an employee may be immediately released from employment by the District Administrator. The employee shall not be entitled to a hearing or an appeal of any kind. Recommendation of release from employment shall be made in writing by the Department Manager to the District Administrator. District Administrator may give such employee, at any time up to and including the last day of the probationary period, written notice of his/her immediate release from employment. Though an employee successfully completes his or her probationary period, they may still be subject to layoff or terminated for cause in accordance with this MOU.

The District Administrator may extend the duration of the probationary period one or more times, if, in his or her sole and absolute discretions, it is determined that such an extension is appropriate. Upon completion of the probationary period, a performance evaluation will be conducted to ascertain the advisability of continued employment on a regular basis.

5.2 Regular Employees

Regular employees are those employees who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time. A "Regular" employee may be separated from their position through layoff or termination for cause in accordance with this MOU.

5.3 Full-time Employees

Full-time employees are those who are regularly scheduled to work forty (40) hours per workweek. Absences due to non-protected time off could have an effect on your Full Time Benefits. Employees falling below the 40 hour threshold may have their attendance reviewed and be subjected to an appropriate part time benefit formula listed in Article 7 Paragraphs (B), (C), and (D) of this MOU.

5.4 Part-time Employees

Part-time employees are those who are regularly scheduled to work fewer than forty (40) hours per workweek.

Benefit eligibility will be determined by the actual number of hours worked.

Part-time employees who work an average of less than twenty (20) hours per workweek are not eligible for District benefits except as mandated by State or federal law.

Part-time employees who work an average of thirty (30) hours per workweek are entitled to some medical benefits except as mandated by State or federal law.

Any increase in part time employee's scheduled hours will be based upon the District's needs, with seniority within the classification being one of the factors in such determination.

5.5 Temporary Employees

Temporary employees have no regular job status and are employed for short-term assignments. Short-term assignments generally are for periods of three months or fewer; however, such assignments may be extended by the Department Head with approval of the District Administrator. Temporary employees are not eligible for employee benefits except as mandated by applicable State or Federal law. Temporary employees are eligible for CalPERS benefits if they work full-time for six continuous months or for more than 1,000 hours in a calendar year or are current members of CalPERS.

5.6 Seasonal Employees

Seasonal employees are employees without regular job status, who are hired for a period of up to six months. The hours worked by such employees may vary. Seasonal employees are not eligible for employee benefits except as mandated by applicable law. Seasonal employees are eligible for CalPERS retirement benefits if they work full-time for six continuous months or for more than 1,000 hours in a calendar year or are current members of CalPERS.

5.7 On-Call Employees

On-call employees are employees who work on an on-call or as-needed basis. On-call employees have no regular job status. On-call employees are not eligible for employee benefits except as mandated by applicable law.

5.8 Work Schedules

The District's normal business hours are between 6:00 a.m. and 11:00 p.m., Sunday through Saturday. Supervisors are responsible for assigning individual employee work schedules. Work hours will vary among departments and shifts due to various District needs. All employees are expected to be at their desks or workstations ready to work at the start of their scheduled shifts.

Exchanging work schedules with other employees is discouraged. However, supervisors may authorize such an exchange. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in overtime.

The workweek begins at 12:01 a.m. Wednesday and ends at midnight on Tuesday.

When an employee is unable to report to work at the assigned time, the employee must report the reason by telephone to their immediate supervisor as soon as possible. Unauthorized absences that interfere with the orderly operation of District business may be cause for personnel action.

5.9 Rest Periods

Employees are allowed a paid fifteen-minute rest period (break) for every four hours (or major portion thereof) of work. A rest period shall be scheduled, with the Supervisor's approval, in accordance with the requirements of the nature of the work assignment and to assure that all activities conducted by the District are adequately staffed at all times. Rest periods may neither be combined with meal breaks nor used to allow an employee to come in fifteen minutes late or leave fifteen minutes early. During a paid rest period, the employee must not leave the premises.

5.10 Meal Periods (Breaks)

As required by the Fair Labor Standards Act, unpaid meal breaks shall be scheduled in the middle of the employee's work shift, no more than five (5) hours after the beginning of the workday. Unpaid meal breaks shall be a minimum of thirty minutes long but shall not exceed one hour. During an unpaid meal break an employee must be relieved of all duties and be free to leave the premises. The District will provide a break room with limited kitchen facilities at the Recreation Park main building location.

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

ELIGIBLE PART TIME EMPLOYEES (30-39 HOURS)

Eligible part-time employees working 30 – 39 hours per week will be able to obtain medical coverage. The District will contribute ~~\$397.50 (75% of \$530)~~ **plan selected premium, up to 75% of the Western Health's Premium** towards their plan of choice through CalPERS. Coverage is for employee only and no dental or life insurance is provided.

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- a. For purposes of calculating insurance coverage of part time employee's if the employee is on Disability, Workers 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.
- b. 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.

7.5.3 Dental Insurance Benefits

The District offers group dental insurance coverage for full-time employees. Part-time employees, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are ineligible for dental benefits.

Dental insurance benefits become effective on the first day of the month following one full month of continuous service. The District will contribute to dental insurance benefits premiums for full-time employees in accordance with the allowable rate as allocated by current union agreements and policies adopted by the Board of Directors. A full-time employee may elect optional coverage for dependents.

7.5.4 Life Insurance Benefits

The District will provide a \$50,000 limited Life Insurance Policy for all full-time employees. Part-time, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are not eligible for life insurance benefits.

7.5.5 COBRA Continuation of Benefits

Information will be provided to all employees enrolled in the medical and dental insurance programs upon loss of eligibility for benefits, concerning options for extending insurance coverage for a limited period of time in accordance with both federal and state law. Under COBRA, the employee is responsible for payment of the cost of all premiums. The District has the right to charge employees a two percent (2%) fee for administrative costs.

7.5.6 Non –Work Related Activities and Programs

The District or its insurer are not liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

7.5.7 Retirement Benefits

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

The District also participates in the California Public Employee Retirement System (CalPERS) 2% at 55 retirement plan. According to guidelines established by CalPERS, all eligible employees must participate in this program. Contributions to CalPERS will be made by the District and by the employee in accordance to the guidelines established in the contracts and resolutions between the District and CalPERS, and in accordance with current union agreements and policies adopted by the Board of Directors.

In 2013, the State of California passed a law mandating that all new government employees share 50% of CalPERS retirement premiums.

Refer to the CalPERS literature for a complete description of eligibility and services. You may obtain this information from the Administrative Services Manager.

The District also provides a Section 457 deferred compensation plan and or a 457 Roth plan for eligible employees. The District will match up to \$250 total per fiscal year for full time employees towards the 457 deferred compensation plan and or the 457 Roth plan. Part time employees will be eligible for 75% of the matching funds, or \$187.50 total per fiscal year. This matching benefit will be reviewed annually and will only be available if the Board of Directors determines it is reasonable within the District's budgetary restrictions. For information regarding eligibility, contributions and benefits contact the Administrative Services Manager. All eligible participants will receive a summary document.

7.5.8 Disability Insurance

Each employee contributes to the State of California to provide disability insurance mandated by the California Unemployment Insurance Code. Contributions are made through a payroll

deduction. Disability insurance is payable when an employee cannot work because of illness or injury not caused by employment at the District or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the State of California Employment Development Department.

The District will withhold employee contributions for Paid Family Leave in accordance with the law.

7.5.10 Employee Discounts

The following employee program discounts are available:

- a. Facilities: Full-time employees shall receive a 25% discount on rentals at the C level rate. Part-time employees shall receive a 15% discount on rentals at the C level rate.
- b. Classes: Full-time employees and their dependents must pay 50% or the instructor's portion of classes, whichever is more, on a space available status only. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
- c. Classes: Part-time and seasonal employees and their dependents must pay 75% (25% discount) or the instructor's portion of classes, whichever is more, on a space available status only. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
- d. Other programs: Full-time or regularly scheduled part-time employees who wish to enroll their children in day camp or discovery club will be allowed to enroll at a 50% discount. (Seasonal and temporary employees are excluded from this discount.) All registration fees, enrichment activity costs within the program and extra fees for minimum days are at full price.
- e. Recreational Swim: All employees and their families will be entitled to "free" admission to the Marsha Skinner Memorial Sierra and Placer Hills Pools. A list of eligible staff and family members will be maintained at each pool. Employees and their families who do not submit a list of names will be responsible for paying the daily entry fee to the pool.
- f. There will be no Out of District charges for all employees who reside outside of the District.

7.5.11 External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, classes, courses or other outside activities for the benefit of the District or the individual employees if the training directly relates to the employees' job responsibilities. Attendance at such activities, whether mandated by the District or requested by the individual employee, requires written approval of the District Administrator. An employee wishing to attend any of the activities listed above must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts and advanced approval of the District Administrator. Acceptable (reimbursable) expenses generally include registration fees, materials, meals, transportation, and parking.

Time spent in attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

Neither reimbursement nor credit for time in attendance shall be provided for an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may lead to improved job performance. While the District generally encourages all employees to improve their knowledge, job skills, and qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained.

7.5.12 Promoting Healthy Bodies

The District's mission is to promote activities that enrich the lives of our citizens and employees. As such, the District encourages all employees to join a health club/gym that offers those types of activities that promote cardiac health, weight loss, weight maintenance, aerobics, etc. The District will contribute 50% of membership dues (up to a maximum of \$25.00 per month, or \$300 per year) for "employee only" memberships at a licensed, full service health club. Employees must pay for their membership in full and present a receipt to the accounting department for reimbursement. This benefit is available to all employees who work a minimum of 20 hours per week.

7.5.13 Hepatitis Vaccinations

The District will pay for the series of three Hepatitis vaccinations for all employees who have the potential to be exposed to the disease. It is understood that such vaccinations are on a purely voluntary basis and that the District does not require any employee to participate in the procedure.

7.5.14 Boot Reimbursement and Uniform Allowance

The District provides an annual boot and uniform allowance of \$500 or \$250 per employee to the following classifications:

- Facilities and Grounds supervisor,
- Facilities and Grounds park worker
- Facilities and Grounds Senior Park Worker pool operator
- Facilities and Grounds worker, custodian
- Facilities Attendant coordinator

Beginning July 1 of each year the District, at its own cost, will annually provide five (5) T-shirts and one Carhart type work jacket (every other year; only for employees that work a majority of their time outdoors) with ARD logo and staff identification to each covered employee in the classifications referenced. Female District employees will be provided women's t-shirts and will purchase their own approved women's pants using the uniform allowance described above.

Each covered employee in the referenced classifications will purchase the following:

1. An approved* pair of work boots
2. Approved work pants
3. Any other approved workwear such as gloves, hats, socks etc or any other apparel worn exclusively while working in ARD facilities and parks.
4. Rain Gear shall be included in the allowance
5. For employees primarily working inside buildings, the uniform allowance shall be \$250. For those employees assigned to inside and outside work, but work outside more than 50% of their scheduled hours, the allowance shall be \$500, with identical conditions as noted above.
6. Jackets are supplied every other year to:

- Facilities and Grounds Supervisor
- Facilities and Grounds Park Worker
- Facilities and Grounds Senior Park Worker pool operator
- Facilities and Grounds worker, custodian
- Facilities Attendant Coordinator

The uniform allowance, inclusive of the T-shirts and jackets, is considered taxable income to the employee by the IRS. As such, the District will "gross up" affected employee's income on the value of the T-shirts and jackets to make it tax neutral. The \$500 (or \$250) uniform allowance is taxable income to each affected employee.

All employees covered under the uniform allowance shall wear ARD logo apparel at all times while on duty.

For new employees, the uniform allowance shall be provided after the first 60 calendar days of employment.

*approved boots must be of high quality and waterproof.

ARTICLE 8

DISCIPLINARY ACTION

A. Any employee may be subjected to personnel action.

1. As used here-in, "personnel action" may include, but is not limited to, dismissal or other disciplinary action, such as reduction of pay, suspension from duties, demotion, or disciplinary probation.
2. Rules outlining acceptable conduct of employees are necessary for the orderly operation of any business or organization and for the benefit and protection of the rights and safety of all employees. Examples of impermissible conduct that may lead to disciplinary action are identified below to promote an understanding of what is considered to be unacceptable conduct and to encourage consistent action by ARD in the event of a violation. However, it is impossible to provide an exhaustive list of all types of conduct that may result in disciplinary action. The following list will, therefore, contain only some examples of conduct that may lead to disciplinary action, including possible termination.

B. Examples of Grounds for personnel Action, but not limited to:

Fraud in securing job position

Incompetency

Inefficiency

Inexcusable neglect of duty

Insubordination

Dishonesty

Being under the influence of alcohol or drugs while on duty

Absence from the workplace without notification and approved leave

Conviction of a felony or conviction of a misdemeanor, which is of such nature as to affect the employee's ability to perform the duties and responsibilities of their position. A plea of guilty or a conviction following a plea of no contest is deemed to be a conviction within the meaning of this section.

Discourteous treatment of the public or other employees

Improper political activity as governed by the Federal Hatch Act and the California Government Code

Willful disobedience

Any failure of good behavior, either during or outside of duty hours which is of such nature that it causes discredit to the District

Physical or mental disability which prevents the employee from performing essential job functions of their duties and responsibilities as determined by competent medical authority

Failure to possess or keep in effect any license or certificate required in the job description of the position.

C. Any employee violating the District's personnel policies and / or the rules and regulations of employee conduct may also be subject to disciplinary action.

D. Persons Authorized to Initiate Personnel Action

The District Administrator or direct supervisor shall have the authority to initiate personnel action against an employee.

E. Dismissal of Personnel

Discharge is the permanent removal of an employee from service. The District Administrator has the authority to dismiss any employee who has clearly failed to meet established performance or behavior standards.

F. Disciplinary probation

Any employee may be placed on disciplinary probation status for a period of up to ninety (90) days at any time by the District Administrator, when in the District Administrator's opinion, the employee is not meeting the performance or conduct standards of the District. The District Administrator will determine, upon completion of the disciplinary probationary period, whether an employee will be continued on disciplinary probation; subject to other personnel action, dismissed; or retained as an employee in good standing.

G Personnel Action Procedures and Appeal

Notice of Proposed Action

1. The employee normally will be given advance notice of dismissal or other proposed personnel action. The employee will be given ten (10) calendar days to respond to the Notice of Proposed Personnel Action or Dismissal. The employee can respond orally or in writing to the District Administrator or designee. However, if the District Administrator has reasonable cause to believe that retention of an employee pending review, or their response to the Notice of Proposed Personnel Action, will result in damage to the employee, fellow workers, or the general public, then the District Administrator may suspend said employee immediately without pay and without benefits pending the employee's response and pending any appeal or hearing.
2. The proposed personnel action or proposed dismissal shall be served on the employee, either personally or by registered or certified mail and first class mail. All timelines in this section shall be extended five (5) calendar days for mailing.
3. During the notice period, the employee is on normal pay status and normally remains on the job unless said employee has been suspended without pay and benefits pending termination. An employee will not be paid during the notice period if he or she is unavailable to work, absent without leave, or in jail.
4. Contents of the Notice of Intent to Suspend, Discipline or Proposed Dismissal shall include:
 - a. A statement of the nature of the personnel action identifying suspension, demotion, reduction of pay, disciplinary probation, and or dismissal.
 - b. The effective date of the action
 - c. A statement of the reasons for such personnel action to allow the employee a fair opportunity to refute the charges
 - d. A statement advising the employee of his or her response to the Notice of Proposed Action to the District Administrator, the procedure and time limit in which an appeal must be made; and the required content of the appeal notice.
5. Response

An employee may respond orally or in writing with respect to any dismissal or personnel action to the District Administrator or his designee within ten (10) calendar days of receiving a Notice of Proposed Dismissal or Notice of Proposed

Personnel Action. The timeline shall be extended five (5) calendar days for mailing. After considering such response or lack of response the District Administrator or his designee shall render a decision supporting dismissing or modifying the Notice of Proposed Action.

When the decision of the District Administrator or his designee orders discipline in the form of suspension without pay, reduction in pay, demotion or termination from employment, the employee or the Union may request an appeal before an arbitrator in accordance with Article 10.

6. Failure to File Appeal Notice

If the employee against whom personnel action is filed fails to file an appeal or Notice of Appeal within the time specified, the personnel action shall be deemed final.

H. Maximum Period of Suspension

Any suspension invoked under this section against any one person shall not exceed ninety (90) days in any twelve (12) month period.

I. Citizen's Complaints

Complaints filed by an individual against any person in the District shall be verified and supported by an affidavit of one or more witnesses.

J. The District will provide an appropriate venue to assure that privacy and confidentiality are maintained for disciplinary/counseling sessions.

ARTICLE 9

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a detailed, written allegation that there has been a violation, misinterpretation, or misapplication of the specific written terms of this agreement.
2. A grievant is an employee or the Union making the claim
3. A day referred to in this article means any day on which the District's central administrative offices are open for business.

B. Informal Level

1. Within seven (7) days of the alleged violation, a grievant shall informally discuss the claim with his/her supervisor.

C. Formal Level

1. Level One

- a. Within seven (7) days of the informal conference and if no resolution has been reached, the grievant may present a grievance in writing on the prescribed District form to his/her supervisor.
- b. The grievance shall be clear, legible, and a concise statement of the facts and the specific provisions of the agreement that have allegedly been violated.

2. Level Two

- a. If the grievant is not satisfied with the decision at Level One, the grievant may appeal using the prescribed District form to the District Administrator within seven (7) days of receiving the Level One decision.
- b. The appeal shall include copies of all information from preceding levels and a clear, legible, and concise statement of the reasons for the appeal.

3. Level Three

- a. If the grievant is not satisfied with the Step Two decision, within ten (10) grievant working days after the termination of Step Two the grievant may submit a written request to the District Administrator requesting the appointment of a mediator to hear the grievance in an attempt to resolve the grievance.
- b. The request shall include a copy of the original grievance, the Step two decision, and a clear, concise statement of the reasons for the request.

D. Within three (3) grievant working days of receiving the request, the District Administrator shall request the California SMCS to appoint a mediator to mediate the grievance, unless the District and the grievant are able to agree to a mediator.

E. The mediation shall be held within fifteen (15) calendar days of the receipt of the Step Three request by the District Administrator, unless the SMCS is unable to provide a mediator within that period, in which case the mediation shall occur as soon as possible.

F. The mediation process shall be confidential.

- G. If the mediation results in an agreement between the parties that resolves the grievance, the agreement will be reduced to writing.
- H. Discussions during the mediation process, including, but not limited to, any offers of settlement or admissions, may not be used by either party in the subsequent grievance process.
- I. All costs for services of the mediator, including, but not limited to, per diem expenses, and travel and subsistence expense, will be borne equally by the District and the Union if the parties opt to use a mediator advisory arbitrator that is not provided by the SMCS. All other costs will be borne by the party incurring them.
 - 1. Level Four
 - a. If the grievant is not satisfied with the decision at Level Three, the grievant may appeal to Arbitration as stated in Article 10 of this MOU.
 - b. The decision of the Arbitrator regarding the grievance shall be final.

ARTICLE 10 ARBITRATION

- A. After all of the steps of Article 8 and Article 9 have been exhausted and if the aggrieved employee's is not satisfied with the District Administrator's decision the Union may submit the grievance to arbitration. Appeals for disciplinary actions and or grievances shall be filed with the District Administrator and the parties shall mutually select a qualified arbitrator. If the parties fail to select an arbitrator within ten (10) days after the appeal is filed, the parties shall prepare a joint request to the State Mediation and Conciliation Service for a list of five (5) qualified arbitrators. The parties shall each strike two (2) names from the list and the remaining person shall be accepted as the arbitrator. The first party to strike will be determined by the flip of a coin.
- B. The hearing shall be scheduled as expeditiously as possible upon the request of either party. If the accepted arbitrator cannot hear the case within a mutually accepted time, but no later than ninety (90) days of selection, the parties may jointly request another list from the State Mediation and Conciliation Service.
- C. The hearing shall be held at a mutually agreeable location which shall be determined by the parties. The District shall make available appropriate facilities for such hearings.
- D. The hearing shall be recorded or, at the option of and with the agreement of the parties, reported by a court reporter. If one party requests a copy of the transcript, the requesting party shall pay the full cost. If the parties jointly request the transcript, the cost shall be shared equally.
- E. The fees and expenses of the arbitrator, a court reporter and transcript if required by the arbitrator, shall be shared equally by the parties.

- F. The District agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant to this procedure. The Union agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.
- G. The arbitrator shall prepare a written proposed decision on the matter which shall be sent to the parties.
- H. The parties shall have ten (10) days from the mailing of the proposed decision to file exceptions thereto with the arbitrator. Such exceptions shall be based solely on material errors in the determination of facts or conclusions of law, and shall be submitted simultaneously to the arbitrator and the opposing party. The arbitrator shall review the exceptions within ten (10) days of receipt and affirm or amend the proposed decision. If no exceptions are filed by the parties, the arbitrator's proposed decision becomes final and binding upon the parties.

ARTICLE II

SOLE AGREEMENT SEVERABILITY

This Agreement when signed by the parties hereto, and approved by the ARD Board of Directors, supersedes all other Agreements and supplements, and represents the sole agreement between the parties.

Neither party shall be obligated to meet and confer during the term of this Agreement on any matter within the scope of bargaining. However, if during its term, the parties hereto should mutually agree to modify, amend or alter the provisions of the Agreement in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representative of the District and the Union. Any such changes validly made shall become a part of this Agreement and subject to the terms.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.

INTERNATIONAL UNION OF
OPERATING ENGINEERS,
LOCAL 39, AFL-CIO

Auburn Area Recreation and Parks District

By _____
Bart Florence, Business Manager

By _____
Kahl Muscott,
District Administrator

By _____
~~Robert Aldrich~~ Jeff Gladieux, President

By _____
Scott Holbrook
Chairman, Board of Directors

By _____
~~Steve Crouch~~ Charlie Solt, Director of Public I

By _____
Chuck Thiel, Business Representative

By _____
Jerry Fisher, Shop Steward

By _____
Tyler Kindice, Bargaining Team Member

By _____
David Madruga, Bargaining Team Member

Appendix A Pay Scale Effective date: 1/16/21

1. F&G grounds supervisor (F T)
Range ~~\$27.91-\$37.41~~ \$28.75 - \$38.53
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2. Rec Sports Coordinator (F T)
Range ~~\$21.48-\$28.99~~ \$22.12 - \$29.77
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3. Youth Services Program Coordinator (F T)
Range ~~\$19.92-\$26.69~~ \$21.45 - \$27.00
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4. F&G Sr park worker pool operator (F T)
Range ~~\$18.85-\$26.57~~ \$19.42 - \$27.37
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5. F&G Facilities Coordinator (F T)
Range ~~\$18.85-\$26.57~~ \$20.39 - \$28.70
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6. Youth Services Prog Site Dir (F T)
Range ~~\$17.58-\$23.56~~ \$18.22 - \$24.28
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7. F&G Park Worker (F T)
Range ~~\$16.77-\$23.47~~ \$17.27 - \$23.14
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8. F&G Custodian (F T)
Range ~~\$16.03-\$21.48~~ \$16.51 - \$22.12
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9. F&G Custodian (P T)
Range ~~\$15.05-\$20.17~~ \$15.50 - \$20.78
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10. F&G Park Worker (P T) (Season Temp)
Range ~~\$15.05-\$20.17~~ \$15.50 - \$20.78
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11. F&G Facilities Attendant Custodian (P T)
Range ~~\$15.05-\$20.17~~ \$15.50 - \$20.78
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12. Customer service rep (F T)
Range ~~\$15.05-\$20.17~~ \$15.50 - \$20.78
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Item 4.7 Cover sheet – District Administrator contract amendment – COLA

Auburn Area Recreation and Park District (ARD) Finance Committee March, 2021

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve an amendment (Amendment # 8) to the District Administrator's contract for a Cost of Living Adjustment (COLA)?

Background

ARD will be implementing a 3% COLA increase for employees per the tentative agreement with Local 39, which was approved February, 2021.

Per the existing ARD District Administrator's contract:

3. Salary

- a. District Administrator's annual salary shall be one hundred fifteen thousand, seven hundred and seventy-nine dollars (\$115,779) per year for the term of this contract for performance of the duties of the District Administrator. Said salary shall be payable in twenty-six (26) equal by-weekly payments. When only a portion of any year or month is served, the District Administrator's salary shall be prorated to reflect such service. (amended April, 2019)
- b. In lieu of annual step increases, on September 1st of each year, the District Administrator's salary shall be increased by the percentage increase found in CPI-Urban with the consent of the District Administrator, provided the District Administrator's most recent performance evaluation, as required by Section 7, is "satisfactory" or better for the preceding year. Should the District Administrator's evaluation not be "satisfactory" or better, his salary shall not be adjusted.
- c. Further, the Board reserves the right to increase the annual salary of the District Administrator at any time by any amount, with the consent of the District Administrator. Any adjustment in salary made during the life of this contract shall be in the form of a written amendment, and shall become a part of this contract. It is provided, however, that by so amending this contract it shall not be considered that the District has entered into a new contract with the District Administrator.

A proposed amendment (Amendment #8) is attached. **This proposed amendment would raise the District Administrator's yearly salary to \$119,252.**

Recommendation for the Finance Committee

Review and provide a recommendation for the Board of Directors.

Alternatives Available to the Finance Committee

1. Do not recommend amending the District Administrator's contract
2. Request more information and bring back to a subsequent meeting

Fiscal Impact

The Fiscal Impact of a 3% increase in the District Administrator's annual salary is \$4,289 per year. There is approximately \$816 in "roll-up" costs, broken out as such:

FICA	6.2%
MED	1.45%
W. Comp	2.29% (*94% exp mod)
457 match	2.5%
CalPERS	11.2%

The total fiscal impact is as follows:

Salary	\$3,473
<u>Roll-ups</u>	<u>\$816</u>
Total fiscal impact	\$4,289

This amount is included in the FY 21/22 budget.

Attachments

Proposed Amendment #8 to the October 30, 2012 contract between ARD Board of Directors and District Administrator Kahl Muscott.

Amendment #8 to the contract signed August 30, 2012, between the Auburn Area Recreation and Park District Board of Directors and District Administrator Kahl Muscott:

Section 3a will be deleted in its entirety and replaced with the following:

3. Salary

- a. District Administrator's annual salary shall be one hundred nineteen thousand, two hundred and fifty-two dollars (\$119,252) per year for the term of this contract for performance of the duties of the District Administrator. Said salary shall be payable in twenty-six (26) equal by-weekly payments. When only a portion of any year or month is served, the District Administrator's salary shall be prorated to reflect such service.