

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

<b>WEDNESDAY, FEBRUARY 19, 2020, 1:00 PM</b>
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**CANYON VIEW COMMUNITY CENTER  
471 MAIDU DRIVE, 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 in the District's Office at 471 Maidu Drive, Auburn, CA 95603. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

**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 January 22, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

**Recommendation:** Review and approve minutes.

**4.2 Amending Board Procedures and Responsibilities Manual – Elections of Officers and Roll Call Votes**

Shall the Auburn Area Recreation and Park District (ARD) amend the Board Procedures and Responsibilities Manual to include election of officers language, roll call language and various other minor edits?

**4.3 Donor Policies, Procedures and Recognition**

Shall the Auburn Area Recreation and Park District (ARD) create a policy and adopt procedures for recognizing major donors?

**4.4 Approval of Legal Bills**

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

**Discussion Item:**

1. Discussion of RDA Passthrough.

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

None.

**5.1 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:

2-14-20  
Date

1:10 p.m.  
Time

P. Larson  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Wednesday, January 22, 2020 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 1:04 p.m.

**ROLL CALL**

Director Ainsleigh was present, Director Holbrook arrived late.

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

The agenda was approved by Director Ainsleigh.

**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 December 4, 2019 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the December 4, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Ainsleigh.

**4.2 CalPERS Change in Auburn Area Recreation and Park District's Medical Family Benefit**

Director Ainsleigh reviewed and recommended approving changes to the Personnel Policy for a retro-active increase in District benefits for the CalPERS medical coverage for non-represented full-time employees.

**4.3 Amending Board Procedures and Responsibilities Manual – Elections of Officers and Roll Call Votes**

Director Ainsleigh requested changes be made to amending the Board Procedures and Responsibilities Manual – Elections of Officers and Roll Call Votes. This

item will be discussed again at the February, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting.

- 4.4 **Approval of Legal Bills** – Director Ainsleigh reviewed and approved the legal bills.

**Discussion Item:**

1. Donor Policies, Procedures and Recognition – This item was reviewed and forwarded to the Board of Directors for consideration.

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

None.

**5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 1:17 p.m.

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

\_\_\_\_\_  
Date

## **Item 4.2 Cover sheet – Amending Board Procedures and Responsibilities Manual – Elections of Officers and Roll Call Votes**

**Auburn Area Recreation and Park District January 2020 Policy committee; February, 2020 Policy Committee**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the Board Procedures and Responsibilities Manual to include election of officers language, roll call language and various other minor edits? Director Lynch has requested that these edits be considered.

### **Background**

It is proposed that the ARD Board Procedures and Responsibilities Manual be amended for the following items (please reference the attached version of the manual with proposals highlighted):

- That the ARD Vice Chairperson be assigned the administrative duties related to the District Administrator's Performance Evaluation
- That policies and procedures for the election of officers be included in the Manual
- That the word "normally" be added to the section describing the regular ARD Board meetings
- That clean-up language removing a reference to the "Secretary" position be made
- That clean-up language on voting be made

CA PRC 5784.7 states the following with regard to election of officers:

(a) Within 45 days after their first election and after each general district election or unopposed election, or at the beginning of each new term for members of an appointed board, the board of directors shall meet and elect its officers.

(b) The officers of a board of directors are a chair and vice chair. A board of directors may create additional officers and elect members to those positions, provided that no member of a board of directors shall hold more than one office.

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

Review and make any suggested edits. Send to the ARD Board with a positive recommendation.

### **Fiscal Impact**

There is no fiscal impact to amending these policies and procedures

### **Attachments**

ARD Board Procedures and Responsibilities Manual (pages 1 – 9)

**II**  
**BOARD PROCEDURES**  
**and**  
**RESPONSIBILITIES**

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The Code of Conduct is to establish and uphold uniform standards of professional conduct for Board Members. Board Members must be fully aware of the ethical responsibilities of their position and must strive to live up to the highest possible standards.

The Code of Conduct requires during the course of performing Board Member duties a Board Member must:

1. behave honestly and with integrity;
2. act with care and diligence;
3. relate to others with consideration, respect, courtesy;
4. comply with all applicable laws and District policies and procedures;
5. maintain appropriate confidentiality as appropriate and required;
6. disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent);
7. use District resources in a proper manner;
8. not use a Board Member's , privilege, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the Board Member or any other person;
9. conduct themselves in appearance and behavior in such a manner appropriate for the position of public trust they hold;
10. be responsible for their own standard of professional performance and take every reasonable opportunity to enhance and improve their level of knowledge and confidence;
11. be accountable for adherence to the Code of Conduct.

## **Section II**

## **RESPONSIBILITIES AND DUTIES OF THE BOARD**

A policy as used herein, is a definite course of action adopted by the Board of Directors. It defines what shall be done, what purpose shall be pursued, what principles shall govern, what programs shall be followed, what financial procedure shall operate, what personnel practices shall be, and what course of action shall be taken. Policies are guidelines for everyone in the organization, employees and volunteers, in all applicable situations. Only the Board of Directors can change policy or vote exceptions.

Policy determination is the responsibility of the Board alone. Policy execution is the responsibility of the District Administrator and staff.

### **BOARD RESPONSIBILITIES.**

1. Board Members should understand that parks and recreation plays a significant and important role in the Community.
2. Board Members should look objectively at their responsibility as a Board Member, ensure District keeps abreast of the Recreation needs of the Community, and assess changing needs on an annual basis.
3. Board Members should have the courage to resist pressures of all types and insist upon high standards for themselves and the District.
4. Board Members should be aware of their role as Board Members, acting in concert with their fellow Board Members without usurping the function of the District Administrator.
5. Board Members should attend all regularly scheduled Board Meetings and/or assigned Committee Meetings.
6. Board Members should be informed and prepared to the best of their ability.
7. Review, evaluate, and approve the following:
  - A. Evaluate and make recommendations regarding policies.
  - B. Approve fees and charges for recreation facilities and parks.

- C. Approve policies for use of community centers, pools, parks, and other facilities.
- D. Approve salary schedules and new job descriptions.
- E. Hear appeals in accordance with the District's Personnel Policy.
- F. Approve the fiscal year operating budget.
- G. Review monthly financial expenditures.
- H. Recommend budgetary items for fiscal Capital Outlay Budget for new projects.
- I. Approve acquisition of new sites.
- J. Approve types of facilities that should be planned for development.
- K. Inspect Capital Improvement Facilities over \$25,000 prior to final acceptance.

**BOARD DUTIES.**

- 1. To perform their legal responsibility.
- 2. To approve policy and ordinances.
- 3. To select, employ, supervise and if necessary, dismiss the District Administrator.
- 4. To review, approve and oversee the budget and financial reports.
- 5. To assure there are effective policies.
- 6. To maintain good public relations.

**DUTIES OF CHAIRPERSON:**

It shall be the duty of the Chairperson to preside at all meetings of the Board; to appoint committees and to call special meetings when it may be deemed appropriate and in accordance with policies and applicable laws.

**DUTIES OF THE VICE-CHAIRPERSON:**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

The Vice-Chairperson is also responsible for circulating, collecting and tabulating the District Administrator's Annual Performance Review, to be shared with the rest of the Board and the Administrator when completed.

**LEASES, CONTRACTS, ETC.:**

All leases, contracts, etc., entered into by the Board and receiving Board approval, shall be signed by the Chairperson and/or the District Administrator or as authorized by other Board action.

**Section III BOARD PROCEDURES AND CONDUCT OF BOARD MEETINGS**

**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

The Chairperson and Vice-Chairperson shall be elected at the last scheduled Board of Directors meeting of each year. The election shall take place at the conclusion of all business items and will use the following procedures with the Chairperson being nominated and elected first, followed by the nomination and election of the Vice Chairperson:

Each Board Member has the right to nominate another Board Member. No second is required for a nomination.



Elections proceed by voting on nominees in the order in which they were nominated. Members first vote on the election of the first nominee. If that person does not receive a minimum of three (3) votes, then a vote is taken on the second Board Member nominated, and so on, until a Board Member receives three votes. If a nominee is elected, a vote is not taken on the remaining nominees, since the position is filled. If no one is elected, nominations and voting are reopened, following the same procedures, until the position is filled.

The new Chairperson shall make appointments to each Standing Committee after the elections. The appointments shall be made no later than December 31<sup>st</sup> of each year.

#### COMMITTEES – DEFINITIONS & RESPONSIBILITIES FOR EACH COMMITTEE:

##### PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE.

The Program, Personnel, Policy, Fee and Legal Review Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review and possibly revise all written policies sent for recommendation.
2. These policies can be brought by Board, staff or via legal mandate.
3. Draft policies should be prepared by staff. Upon review, corrections and/or revisions will be forwarded to the Board or to the District's attorneys for further action as required.
4. Review all new job descriptions and proposed changes to current job descriptions.
5. Review the District's Activity Guide.
6. Review proposals from the Board or public for new programs or services to be offered.
7. Review proposed changes to all rentals and other fees. This includes, but is not limited to: Processing fees, rental fees, custodial fees, and public swim fees. Program fees will not be reviewed unless specifically requested by a Board member, staff or member of the public.
8. Review and approve/disapprove all legal billings received by the District.

##### FINANCE COMMITTEE.

The Finance Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review and forward to the Board all monthly financial statements as presented by staff. This should include summaries of all checks and other payments made. This review is for the purpose of accuracy and comparison with budget.
2. Evaluation of budget performance.
3. Review fiscal impact of items, if such items are above District Administrator limits.
4. Review the fiscal impact of new job descriptions and proposed changes to current job descriptions.
5. Review the fiscal impact of changes to the project list.

##### ACQUISITION & DEVELOPMENT COMMITTEE.

The Acquisition & Development Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review the staff prepared project list and send recommendations to the Board for approval.
2. Review and track the Board approved project list.
3. Make recommendations to the Board for changes in the approved project list.
4. Review and approve all contracted projects prior to final payment.
5. Review and make recommendations for construction or projected related contracts.
6. Review proposed acquisitions and make recommendations to the Board.

#### PROCEDURES FOR THE CONDUCT OF BOARD AND COMMITTEE MEETINGS.

The Board of Directors of the Auburn Area Recreation & Park District deems it advisable to establish written procedures for the conduct of its Board meetings to conform with current legislation as it relates to the Ralph M. Brown Act, California Government Code Section 54950 et. seq., and proper parliamentary procedure, pursuant to the authority provided in Public Resources Code Section 5782, hereby adopts the following procedural rules for the conduct of its meetings:

Regular Meetings – The regular meetings of the Board of Directors shall normally be held on the last Thursday of each month at 6:00 p.m. The November and December Board meetings will be scheduled in consideration of recognized holidays. All regular meetings shall be held at the Canyon View Community Center, 471 Maidu Dr., Auburn, California unless otherwise noticed. An agenda containing a brief general description of each matter to be considered or discussed must be posted at least 72 hours prior to the meeting in accordance with Chapter IV of Government Code Section 54954.2.

Board Policy on Attendance of Regular Board Meetings – Pursuant to Government Code Section 1770 (g), it shall be Board policy that an office will become vacant upon the case of any Board member who has been absent from the Board meetings for a period of three consecutive months.

Government Code Section 1770: An office becomes vacant on the happening of any of the following events before the expiration of the term:

Government Code Section 1770 (g): His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

If a Board member is going to be absent at a Board meeting, the Board Chairperson or District Administrator should be notified prior to the meeting.

#### Board Policy on Rescheduling and Attendance of Committee Meetings

Committee Meetings – Once an Agenda has been posted and a committee meeting has been scheduled, committee meetings may not be cancelled unless by mutual agreement that both committee members are unable to attend.

If a committee member is unable to attend a committee meeting, the other member of the committee will conduct the meeting.

Special Meetings – Special Board meetings may be called at any time by the presiding officer of the Board of Directors, or by a majority of the members of the Board of Directors by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time

of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with by any member who at, or prior to the time the meeting convenes, files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Government Code Section 54956 of the Public Resource Code.

Emergency Meetings – An Emergency meeting shall be called as provided in Section 54956.5 of the Government Code of the State of California in the event of work stoppage or crippling disaster. Such a meeting may be called with one (1) hour notice.

Closed Session – All items to be considered in closed session must be described in the notice or agenda for the meeting. Prior to each closed session, the body may orally announce the subject matter of the closed session. If final action is taken in closed session, the body must report the action in open session in accordance with Chapter IV of Government Code Section 54954.2, 54954.5, 54957.1, and 54957.7.

#### CONDUCT OF BUSINESS:

Any meeting of the Board of Directors may be adjourned to a time and place specified in the order of adjournment. Unless otherwise noticed, meetings shall be held at the District office located at 471 Maidu Drive, Auburn, California.

At the December meeting of each calendar year or at the first meeting of a newly seated Board of Directors, the Board of Directors shall elect a Chairperson and Vice Chairperson to serve for a period of one (1) year or until the election of their successors.

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Rosenberg's Rules of Order may be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order.

Writings which are public records, except those exempt from public disclosure as provided by the Government (or other) Code, which are distributed prior to commencement of a public meeting, or during a public meeting, shall be made available for prior inspection upon request.

PRESIDING OFFICER – DESIGNATION. The Chairperson, or in his/her absence the Vice-Chairperson, shall take the chair at the hour appointed for the meeting and shall call the Board to order. In the absence of the Chairperson and the Vice-Chairperson, **the Secretary of the Board the senior Board Member** shall call the Board to order, whereupon a Temporary Chairperson shall be selected by the Board Members present. Upon the arrival of the Chairperson or the Vice-Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the business then before the Board.

CHAIRPERSON – POWERS AND DUTIES. The Chairperson shall act as the Presiding Officer and shall assume his/her place and duties, as such, immediately following his/her election.

He/she shall preserve order and decorum at all Board meetings, state questions coming before the Board, announce its decision on all subjects and decide all questions of order; subject, however, to appeal by a Board Member to the Board as a whole, in which event the majority shall govern and conclusively determine such questions of order.

He/she may vote on all questions on Roll Call vote. His/her name should be called last.

The Chairperson shall sign all ordinances and resolutions adopted and contracts approved by the Board at meetings at which he/she is in attendance. In the event of his/her absence, the District Administrator or other individual as approved by Board Action shall sign such documents.

The Presiding Officer shall control public debate so that repetitive or irrelevant statements are not made, so that where public participation is in order, everyone will have a chance to speak before other persons have a second chance to speak, to expedite business at hand and to prevent Board meetings from being used as a forum for libel, slander or otherwise defamation of persons, under the cloak of "public privilege."

ROLL CALL. Before proceeding with the business of the Board, the Clerk to Board shall call the roll of the members and the names of those present shall be entered in the minutes.

GAINING THE FLOOR. Every Board Member desiring to speak shall first address the chair and gain recognition by the Presiding Officer. Such member shall confine himself/herself to the question under debate, avoiding reference to character and indecorous language. Every Board Member desiring to question the District staff shall, after recognition by the Presiding Officer, address their questions to the District Administrator, who shall be entitled to answer either for themselves or designate a member of the staff or other for that purpose.

INTERRUPTIONS OF A BOARD MEMBER. A Board Member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, or unless a point of order or personal privilege is raised by another Board Member, or unless the speaker chooses to yield to a question by another Board Member. If a Board Member, while speaking, is called to order, he/she may not proceed. A Board Member, when speaking, shall speak to the subject matter of the item on the floor and shall keep his/her remarks to a reasonable length. If a Board Member fails to do so, he/she may be called to order by a point of order.

Members of the District staff, after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

PROPRIETY OF CONDUCT OF BOARD. Members of the Board must observe order and decorum and shall not by conversation or otherwise, delay or interrupt the proceedings of the Board or in any way make or disturb any other member of the Board while speaking or refuse to obey the order of the Board or Presiding Officer, except as in this Resolution otherwise provided.

PUBLIC COMMUNICATION. No person shall be entitled to make an oral presentation to the Board under "Public Comment" or at any other time or place who has not been recognized by the Presiding Officer.

The public shall have the opportunity to address each item placed on the agenda after each agenda item has been called and introduced by the Chairperson or presented by staff, and before motion by the Board.

ORAL PRESENTATION BY MEMBER(S) OF AUDIENCE. The purpose of oral presentations at Board meetings, as well as written presentations, is to hear the public expression thereon and to

assist the Board by advising the Board of facts and circumstances not otherwise known to it. The Board considers that such presentations are helpful to it in arriving at its decisions. However, presentations that are repetitive of previous presentations and/or irrelevant to the issue in question are not helpful and are thus out of order.

The Board welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, in an effort to maintain proper decorum, the following provisions shall apply to oral presentation by the public:

1. The Presiding Officer or Board may bar from further audience before the Board at that meeting any person who:
  - A. Makes any personal, impertinent or defamatory remarks;
  - B. Becomes boisterous or disruptive while addressing the Board;
  - C. Speaks without being recognized by the Presiding Officer; or
  - D. Violates any rules of order established by this Resolution or the Board.

The ruling of the Presiding Officer to bar an individual from further audience at that meeting shall be final and conclusive, subject only to right of appeal by any Board Member to the entire Board, as provided by in this Policy.

2. Any person who engages in disorderly conduct, such as hand clapping, stamping of feet, whistling, using profane language, yelling or similar demonstration which conduct disturbs the peace and good order of the meeting, shall be guilty of a misdemeanor and, at the request of the Presiding Officer of the Board, the Sergeant-at-Arms shall remove any such person from the Board chambers, or place them under arrest, or both.
3. Any person who refuses to comply with the lawful order of the Presiding Officer shall be guilty of a misdemeanor and at the request of the Presiding Officer or the Board, the Sergeant-at-Arms shall remove such person from the Board chambers or place them under arrest, or both.
4. In the event that the Board shall take the action specified in subparagraphs A, B, or C of this section, such actions may be taken by motion adopted by the Board.

**ADDRESSING THE BOARD – SPOKESPERSON FOR GROUPS OR SPOKESPERSON FOR GROUPS OF PERSONS.** In order to expedite matters and avoid repetitious presentations, whenever a group of persons wish to address the Board on the same subject matter, it shall be proper for the Presiding Officer to inquire whether or not the group has a spokesperson and, if so, that he/she be heard with the speakers from the group following such spokesperson to be limited to facts not presented by the group spokesperson.

**ADDRESSING THE BOARD – PROCEDURE.** Each person desiring to address the Board shall approach the podium, state their name and address for the record (optional) and state the subject which they wish to discuss (unless they are speaking to an agenda item), state whom they represent if there on behalf of an organization or other persons, and shall limit their remarks to three (3) minutes. If it is determined that circumstances such as the presence of many speakers or the need to hear a lengthier presentation exists, the Presiding Officer, with the consent of the Board, may grant more or less time for public comment. Such changes to the time limit shall be enforced fairly and without regard to speakers' viewpoints. Speakers shall confine remarks to the subject matter which was previously stated or which is pending before the Board. No person shall address the Board unless they have first been recognized by the Presiding Officer.



All remarks shall be made to the Board as a whole, and not to any member thereof. No questions shall be asked of any Board Member or member of the District staff without first obtaining permission of the Presiding Officer. Any person violating this procedure while addressing the Board shall be called to order by the Presiding Officer.

After public comments have been made on an agenda item, each Board Member will be allowed time to address the matter and ask questions regarding the information presented by members of the public. Once a motion and second has been made on the matter, no further questions of the public will be allowed.

COMMUNICATIONS. Interested parties or their authorized representatives may address the Board by written communication in regard to the subject matter then under discussion.

ENFORCEMENT OF ORDER. The District Administrator may be designated by the Presiding Officer as Sergeant-at-Arms of the Board and shall carry out all lawful orders of the Presiding Officer for the purpose of maintaining order at the Board meeting. In the absence of the District Administrator, the Presiding Officer may designate any person to act as Sergeant-at-Arms. Any Board Member may move to require the Presiding Officer to enforce rules and an affirmative vote of the majority of the Board shall require him/her to do so.

POINT OF PERSONAL PRIVILEGE. The right of a Board Member to address the Board on a question of personal privilege shall be limited to cases in which his/her integrity, character or motives are questions, or where the welfare of the Board is concerned. A Board Member raising the point of personal privilege may interrupt another Board Member who has the floor only if the Presiding Officer recognizes the privilege.

POINTS OF ORDER. The Presiding Officer shall determine all points of order subject to the right of any Board Member who requests full board ruling on the question, and the question shall be: "Shall the decision of the Presiding Officer be sustained?" The majority vote shall conclusively determine such question of order.

PRIVILEGE OF CLOSING THE DEBATE. The Board Member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing debate, subject to Board majority voting the debate should be continued.

DIVISION OF A QUESTION. If a matter contains two or more divisible propositions, the Chairperson may, and upon the request of a Board Member shall, unless appealed, divide the same.

VOTING. The passage of all motions shall be by roll call vote and entered upon the record. All ordinances, resolutions and actions involving money shall be by roll call vote. A vote of the Board shall be registered by members by voting "aye" for affirmance or "nay" or "no" for negative vote, upon his or her name being called by the Clerk to the Board. The results of any vote shall be audibly announced by the Clerk to the Board and recorded in the minutes of the meetings as they vote.

Every member should vote unless disqualified for cause, but no Board Member shall be forced to vote. A member who does not vote shall be listed as such in the minutes.

Any member who abstains from a vote shall audibly announce that he/she is abstaining and be recorded as such in the minutes..

## **Item 4.3 Cover sheet – Donor Policies, Procedures and Recognition**

**Auburn Area Recreation and Park District Policy Committee meeting December, 2019; January, 2020; Board of Director meeting January 30, 2019; **Policy Committee meeting February, 2020****

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) create a policy and adopt procedures for recognizing major donors?

### **Background**

ARD receives donations in many forms:

- Cash
- Sponsorship
- Volunteerism
- In-kind
- Grants

ARD is desirous of recognizing these donors. One of the discussed and preferred methods is through a Donor Tree.

The first step in the process is to establish policies and procedures for recognizing donors. The following is a list of questions that should be discussed and answered:

- What is the minimum donation amount that should be recognized?
- Are event sponsors part of this list?
  - What is the value of the recognition event sponsors receive?
- What about community members who have donated significant time to ARD?
  - How do we calculate the amount of time that was afforded to ARD?
  - How do we determine the value of the time?
- What about agencies that have awarded ARD grants?

Two documents related to this discussion are attached:

- 1) A spreadsheet showing all donors through the 501 c3. This list is in order from largest to smallest donation. A black line indicates those donations above \$1,000. Please note that this is a list from the Friends 501 and misses many other donations.
- 2) A document has been started of donors that have been left off the list. This document also contains a list of major in-kind donors. Neither of these lists are considered complete and all input and reminders are appreciated.

Once these policies and procedures are put in place, staff can work on finding the best style of donor tree. One suggestion is to have a tree with multi-colored leaves, with each color representing a different level of donation (ex: bronze leaf = \$500, silver leaf = \$1,000, etc.). We can even consider acorns for very large donations (\$5,000+) and/or rocks for major in-kind donors. All of this can be determined once policy parameters have been set.

Per direction at the December Policy Committee meeting, staff has developed a DRAFT policy for recognizing donors. This policy is attached. Staff has also further researched donor trees and found a tree that has a wide variety of options, including oak leaves in four different colors. This tree also has the ability to add acorns and various animals should ARD wish to expand its recognitions.

These policies were reviewed at the January, 2020 Board meeting and sent back to the Policy Committee for further review and consideration of amendments to the policy.

**Recommendation for the Policy Committee**

Review the proposed amendments (highlighted in yellow) on the attached DRAFT Donor Recognition Policies and Procedures. Make any suggested edits and send back the Board.

**Fiscal Impact**

The tree with the oak leaves would cost approximately \$2,000 - \$2,500, depending on options chosen.

**Attachments**

DRAFT Donor recognition policies and procedures  
Donor list information  
Spreadsheet – donors to the Friends 501 c3



## **DRAFT ARD Major Donor/Volunteer/Sponsor Recognition Policy and Procedures**

The purpose of this policy and related procedures is to recognize major donations of time and money to the District. The District recognizes that its operations and service to the community would be greatly enhanced by the assistance of these individuals and companies. As such, the District wishes to acknowledge their important contributions.

### **Monetary donations and sponsorships**

The District will recognize ~~cash~~ monetary donations at the following levels:

Bronze level: \$1,000 - \$4,999

Silver level: \$5,000 – 9,999

Gold level: \$10,000+

In regards to this policy, monetary donations received as part of a sponsorship will be reduced by 33% 25% 50%. This reduction is in place to recognize some of the benefits of the sponsorship, including advertising on District media and acknowledgment at events.

The District will endeavor to provide a fair-market estimate of donations of goods, such as alcohol or materials used at an event or in District operations.

All recipients of the ARD Friend of Recreation Award shall be recognized at the Gold Level (staff note: could be an acorn)

### **Volunteers**

The District will recognize those individuals who have donated substantial volunteer time or materials to ARD. The determination of "substantial" will be made by the Board of Directors based on recommendations from the community, staff or other Board members. A minimum of 500 volunteer hours (estimated) is required.

### **Recognition procedures**

Donors in the above mentioned categories will be recognized on the District's "Donor Tree", located at a location like Recreation Park. The monetary donors will be recognized with inscribed tree leaves in the corresponding colors, and volunteer donors will be recognized with green leaves or acorns.

Donors will also be recognized by a suitable certificate from the Board of Directors and personally at a Board meeting, whenever possible.

## Donors list information

### Types of donors on the list

Cash donors (ex: Bill and Jenny Jansen)

Sponsors (ex: Old Town Pizza)

Grants (ex: UPRR)

In-kind (ex: KAH)

Mixed (ex: UAIC)

Vendors: (ex: Mobile Rock)

### Missing:

Auburn Ale House

Lagunitas

Crooked Lane

Knee Deep

More Rotary money

Mark & Janine Romney - donated \$487.30 for the memorial bench for Austin Fitzhugh.

Jim Johnson – donated \$1500.00 for the memorial bench for Austin Fitzhugh.

Placer County Association of Realtors – new bench at Regional

### Major in-kinds

- Laura Pinnick (Dog Park)
- Diana Boyer (Bike Park)
- Patrick Remington (several ARD projects)
- Warren Tellefson (Dog Park; shows \$ donation)
- Paula Leahy (major volunteer)
- Chain Zombies (many improvements to Disc Golf course)
- Andy Cramer/Michelle Myrenne (PH Pool renovation)
- Cheryl Maki (Skate Park; shows \$ donation)
- Virginia Dains (sign at Overlook; art at PH pool)
- Stacy Linton/Scott T. (Ms. October)
- Patrice Taylor (MV Arboretum)
- All other "Friend of Recreation Award" winners

331,767.93

United Auburn Indian Community/Thunder V:	10720 Indian Hill Rd, Auburn, CA 95603	28,000.00
Armrod Charitable Foundation	4020 Sierra College, Suite 200, Rocklin, CA 95	24,500.00
Auburn AAUW (Beer Sales DF)	PO Box 7872, Auburn, CA 95604-7872	24,024.88
Harris, Norma Contractors	PO Box 238, Applegate, CA 95703	18,600.00
Jansen, Jenny Lou	251 N McDaniel Dr, Auburn, CA 95603	17,850.00
Old Town Pizza	120 N McDaniel Dr, Auburn, CA 95603	12,250.00
Auburn Rotary	C/O: 195 Pine Street, Auburn, CA 95603	10,438.00
Max's / Holiday Inn	110 Grass Valley Hwy, Auburn, CA 95603	10,000.00
Auburn Bike Works	251 N McDaniel Dr, Auburn, CA 95603	9,973.38
Umpqua Bank	500 Auburn Folsom, Auburn, CA 95603	8,500.00
Maki Heating/Air	105 Gum Lane, Suite B, Auburn, CA 95603	8,400.00
Ceronix	13350 New Airport Rd, Auburn, CA 95602	6,500.00
Union Pacific Railroad, Corp Relations	915 L Street, Ste 1180, Sacto, CA 95817	5,000.00
McGuire & Hester Foundation	9909 Railroad Ave, Oakland, CA 94603	4,900.00
SkeetReese, Inc		4,711.00
Loyal Order of the Moose		4,560.00
AAA Insurance Company	2495 Bell Rd, Auburn, CA 95603	4,500.00
Precision Orthodontics	11969 Heritage Oak Place, Auburn, CA 95603	4,500.00
Arts Council of Placer County	4415 Granite Dr, Suite 200, Rocklin, CA 95677	3,809.95
ASAP Sproutloud Media Networks	15431 SW 14th St, Sunrise, FL 33326	3,750.00
IFC Insurance & Marketing	PO Box 5121, Auburn, CA 95604	3,750.00
Harris Industrial Gases	PO Box 238, Applegate, CA 95703	3,550.00
Union Pacific Foundation	1400 Douglas St, Omaha, NE 68179-1560	3,500.00
Mother Lode Foundation	PO Box 6603, Auburn, CA 95604-6603	3,000.00
MUFG Union Bank	874 Lincoln Way, Auburn, CA 95603	3,000.00
Solar City (Donald Roeder)	PO Box 4703, Auburn, CA 95604-4703	3,000.00
Walkers Office Supply	1127 Grass Valley Hwy, Auburn, CA 95603	3,000.00
Mobile Rock		2,898.70
Crime Victims United	1415 L Street, Suite 410, Sacramento, CA 958	2,750.00
Auburn Gymnastics Center	290 Palm Ave, Auburn, CA 95603	2,650.00
Bowman Vet Hospital	(String Fling, Harvest Fest,	2,500.00
Clipper Creek		2,500.00
Specialize Bicycle Components, Inc	15130 Concord Circle, Morgan Hill, CA 95037	2,500.00
Tango Frozen Yogurt	940 Lincoln Way, Auburn, CA 95603	2,300.00
Skeet Reese	1515 Christian Valley Rd, Auburn, CA 95602-1	2,298.00
Holms for City Council	11850 Kemper Rd, Ste D, Auburn, CA 95603	2,200.00
AFNO		2,199.42
Vaughan, Willam & Mary Ann	1121 Scenic Pine Dr, Auburn, CA 95602	2,040.00
Meadow Vista Community		2,007.64
CIMBL		2,000.00
Citizens Involved Means Better Living	3460 Sherwood Ct, Loomis, CA 95650	2,000.00
Foothill Quilter's Guild	PO Box 5653, Auburn, CA 95604-5653	2,000.00
McAfee, Jr, Ray	10005 Snowy Owl Way, Auburn, CA 95603	2,000.00
McDonald's Corp		2,000.00
Quick Quack Car Wash	1380 Lead Hill Blvd, Suite 260, Auburn, CA 95	2,000.00

Recology	12305 Shale Ridge Road, Auburn, CA 95602	2,000.00
Romney, Janeen		1,987.30
Cunningham Legal	200 Auburn Folsom Blvd, Auburn, CA 95603	1,750.00
KAHI Radio	985 Lincoln Way, Ste 103, Auburn, CA 95603	1,750.00
Union Bank		1,500.00
Decker, Nancy		1,445.00
Industrial Control Links, Inc	12840 Earhart Ave, Auburn, CA 95602	1,300.00
Celebration Church	530-863-0789	1,250.00
Petusky, John & Elinor	835 Hoyer Lane, Newcastle, CA 95658	1,050.00
Alice Moon Fundraiser		1,000.00
Auburn Manor Holding Corp	4020 Sierra College Blvd, STE 200, Rocklin, CA	1,000.00
Community 1st Bank	649 Lincoln Way, Auburn, CA 95603	1,000.00
Dwelle Family Foundation	9301 W. Airport Dr, Visalia, CA 93277	1,000.00
Local Heros	1120 High Street, Auburn, CA 95603	1,000.00
Robinson Sand & Gravel	2145 Grass Valley Hwy, Auburn, CA 95603	1,000.00
Thomas Winn Foundation	3001 I Street, Ste 300, Sacramento, CA 95816	1,000.00
<b>Incredible Pets</b>		
		750.00
Pizza Express (Aimee Jensen)	2705 Bell Road, Auburn, CA 95603	750.00
The Gyro House	2389 Rickenbacker Way, Auburn, CA 95602	750.00
Grounds, Virginia & Herbert		700.00
Victory Velo Racing	835 Lincoln Way, Auburn, CA 95603	600.00
Eisley, Earl / Nursery		535.00
Albert Franklin & Cherry Dulaney	182 Oak St, Auburn, CA 95603-4319	530.00
All About Wellness	1900 19th Street, Sacramento, CA 95811	500.00
Auburn Fit, Auburn Dance Company	13478 Luther Rd, Auburn, CA 95603	500.00
Auburn Garden Club		500.00
Auburn Toyota	PO Box 5400, Auburn, CA 95604	500.00
Auburn Youth Soccer	457 Grass Valley Hwy #14, Auburn, CA 95604	500.00
Blake, Veronica & Kirk Lovejoy Fund		500.00
Boy Scout Troop 6		500.00
Brown, Rachel	6100 Horseshoe Bar Rd #A302, Loomis, CA 95	500.00
Burton Law		500.00
C Ranch	11685 Lorenson Rd, Auburn, CA 95603	500.00
Camp, Dee		500.00
Exchange Club, Warren Tellefson	PO Box 5344, Auburn, CA 95604	500.00
Global Biohrthms Events	PO Box 3163, Auburn, CA 95604	500.00
Gover, Mr & Mrs Howard	11317 Rain Tree Ct, Auburn, CA 95602-7611	500.00
Machado Orchard	PO Box 3082, Auburn, CA 95604	500.00
Martinez, Ronald	1079 Mikkelsen Dr, Auburn, CA 95603	500.00
McQuinn, Roberta	781 Mikkelsen Dr, Apt 15, Auburn, CA 95603	500.00
Placer Community Foundation	PO Box 9207, Auburn, CA 95604	500.00
Remax Realty	5249 Crestline Dr, Foresthill, CA 95630	500.00
Sevey, Donahue & Talcott	990 Reserve Dr, ste 105, Roseville, CA 95678	500.00
Sierra Precision Optics	12830 Earhart Ave, Auburn, CA 95602	500.00
Sugar Plum Faries		500.00
Sutter Auburn Faith	PO Box 160727, Sacramento, CA 95816	500.00

# **Discussion Item #1. Cover sheet – RDA Passthroughs and Funding Options**

**Auburn Area Recreation and Park District Policy Committee February, 2020**

## **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) create a policy that dictates where funding from RDA Passthroughs is directed? Consideration of this request was made at the January, 2020 Board of Directors meeting.

## **Background**

**A brief explanation of Redevelopment Agencies in California:** Redevelopment agencies gave local governments – usually cities, but sometimes counties – the ability to capture a greater share of property taxes. After an area was declared a redevelopment project area, the share of property taxes that goes to schools and other local agencies was frozen. All of the growth in property taxes from that point until the redevelopment area expired – usually 50 years – went back to the redevelopment agency. (source: San Diego Union Tribune).

The State dissolved these agencies in 2011. As a result of the dissolution of RDAs, property tax revenues (tax increment) are now being used to pay required obligations, administrative costs, other costs, and pass-through payments. The remaining property tax revenues that exceed these payments are allocated to certain taxing agencies, Recreation and Park Districts being one of them. The County Auditor-Controller will continue to calculate tax increment as though RDAs still exist. Taxing agencies will continue to receive passthrough payments. (source: Sonoma County Office of Education).

ARD has received RDA passthrough payments ranging from \$43,800 to \$176,600 since the end of RDAs. This money has been counted as standard tax funding in ARD's operational budget. When asked, Placer County has not been able to predict when this funding will end.

Typically, the RDA passthrough funding, along with conservative budgeting, has resulted in surpluses at the end of each year. Staff has presented the Board of Directors with options for where to place these surpluses, typically in either the Future Capital Project Reserve or the Equipment Reserve.

## **Recommendation for the Policy Committee**

Review and discuss. Staff does not recommend allocating RDA Passthrough funding to any one particular project or reserve account, as needs change year to year. The ARD Board will always have the final say in where surplus funding goes each year.

**Fiscal Impact**

Unknown at this time.

**Attachments**

None