

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**  
**WEDNESDAY, MARCH 22, 2023, 12:30 PM**  
**CANYON VIEW COMMUNITY CENTER, BOARD ROOM**  
**AUBURN, CA**

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

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/85188972202>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 851 8897 2202 to participate.

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

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

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

**1.0 CALL TO ORDER**

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

**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 February 15, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)**

**Recommendation:** Review and approve minutes.

**4.2 Approval of Legal Bills (Pages 5-8)**

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

**4.3 Added language on selected Job Descriptions (Pages 9-10)**

Shall the Auburn Area Recreation and Park District add language noting job descriptions require on-site employment?

**4.4 COLA Wage Increase (Pages 11-14)**

Shall the Auburn Area Recreation and Park District change pay scales for a district wide COLA Wage increase on April 1st, 2023, based on the Union contract for 2022-2025?

**4.5 District Administrator Contract Amendment – COLA (Pages 15-18)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve an amendment (Amendment # 10) to the District Administrator's contract for a Cost-of-Living Adjustment (COLA)?

**4.6 Review of Policies Regarding Park, Facility and Amenity Closures (Pages 19-20)**

Shall the Auburn Area Recreation and Park District (ARD) amend its policies regarding park, facility and amenity closures? Director Holbrook requested this review.

**4.7 Auburn Area Recreation and Park District's Refund Policy amendments (Pages 21-24)**

Shall the Personnel, Policy, Fee & Legal Review Committee recommend approving changes to the **District Policy** to amend the Refund Policies to parallel credit expiration across programs/rentals and restate some of Youth Services refund policies?

**Discussion items:**

None.

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

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNMENT**

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

Date 3/16/2023

Time 2:30pm

Carly Warford  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Wednesday, February 15, 2023 at 12:30 PM  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA 95603**

**1.0 CALL TO ORDER**

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:37 PM

**ROLL CALL**

Director Holbrook and Director Ainsleigh were present.

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

The agenda was approved by the Committee.

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

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the January, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the January 18, 2023, Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook and Director Ainsleigh.

**4.2 Approval of Legal Bills**

There were no Legal bills.

**4.3 Amendments to Swim Aide Job Description**

Director Holbrook and Director Ainsleigh recommended that the Board of Directors approve changing the Amendments to Swim Aide Job Description. The Committee forward the item to the consent calendar.

**Discussion items:**

1. Review of Policies Regarding Park, Facility and Amenity Closures. This item was discussed and the Committee would like to send this back to the March Program, Personnel, Policy, Fee and Legal Review Committee as an action item.
2. Consideration of a New Food Truck Fiesta Event – this item was discussed by the Committee.
3. Maintenance and other issues with Park Dr. at Regional Park. This item was discussed by the Committee.

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

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 1:00 PM.

Cathy Wayland  
Board Secretary

2/16/2023  
Date



2281 Lava Ridge Court, Suite 300  
 Roseville, California 95661  
 TEL: (916) 780-9009 \* FAX: (916) 780-9050  
 Tax I.D. No. 20-8080486

February 17, 2023

Auburn Area Recreation and Park District  
 Attn: Kahl Muscott, Director  
 471 Maidu Drive, Suite 200  
 Auburn, CA 95603

In Reference To: Auburn Area Recreation and Park District / General Counsel  
 Our File No.: 10499.000

Invoice No: 41971

**Billing Summary for services through: January 31, 2023**

<u>Services</u>	<u>Expenses</u>	<u>This Bill</u>	<u>Service Charge</u>	<u>Total New Charges</u>
\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
			Previous Balance Due	\$576.00
			Payments Received	-\$576.00
			<u>Total Now Due</u>	<u>\$120.00</u>

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<u>TRUST RETAINER SUMMARY:</u>	<u>Beg. Trust Balance</u>	<u>Payments from Trust</u>	<u>Ending Trust Balance</u>
	\$0.00	-\$0.00	\$0.00

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Pursuant to our billing policies, balances older than 30 days will be subject to interest charges of 1% per month.



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471 Maidu Drive, Suite 200

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Our File No.: 10499.000

Invoice No: 41971

**PROFESSIONAL SERVICES**

<u>Date</u>	<u>Staff</u>	<u>Description</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
01/09/23	DPC	Advise re surplus property question	\$240.00	0.50	120.00

**FOR PROFESSIONAL SERVICES RENDERED: 0.50 \$120.00**

**PAYMENT DETAILS**

02/02/23	Payment - Thank you				576.00
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**TOTAL PAYMENTS RECEIVED: \$576.00**

**TOTAL NEW CHARGES THIS INVOICE: \$120.00**

Previous Balance: \$576.00

Payments Received: -\$576.00

**TOTAL NOW DUE \$120.00**

**Timekeeper Summary**

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Derek P. Cole	0.50	\$240.00	\$120.00



2281 Lava Ridge Court, Suite 300

Roseville, California 95661

TEL: (916) 780-9009 \* FAX: (916) 780-9050

Tax I.D. No. 20-8080486

March 9, 2023

Auburn Area Recreation and Park District  
Attn: Kahl Muscott, Director  
471 Maidu Drive, Suite 200  
Auburn, CA 95603

In Reference To: Auburn Area Recreation and Park District / General Counsel  
Our File No.: 10499.000

Invoice No: 42086

**Billing Summary for services through: February 28, 2023**

<u>Services</u>	<u>Expenses</u>	<u>This Bill</u>	<u>Service Charge</u>	<u>Total New Charges</u>
\$96.00	\$2.70	\$98.70	\$0.00	\$98.70
			Previous Balance Due	\$120.00
			<b><u>Total Now Due</u></b>	<b><u>\$218.70</u></b>

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<u>TRUST RETAINER SUMMARY:</u>	<u>Beg. Trust Balance</u>	<u>Payments from Trust</u>	<u>Ending Trust Balance</u>
	\$0.00	-\$0.00	\$0.00

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Pursuant to our billing policies, balances older than 30 days will be subject to interest charges of 1% per month.



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 Roseville, California 95661

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 Tax I.D. No. 20-8080486

March 9, 2023

Auburn Area Recreation and Park District

Attn: Kahl Muscott, Director

471 Maidu Drive, Suite 200

Auburn, CA 95603

In Reference To: Auburn Area Recreation and Park District / General Counsel  
 Our File No.: 10499.000

Invoice No: 42086

**PROFESSIONAL SERVICES**

<u>Date</u>	<u>Staff</u>	<u>Description</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
02/03/23	DPC	Review surplus land documents; advise client re same	\$240.00	0.40	96.00

**FOR PROFESSIONAL SERVICES RENDERED: 0.40 \$96.00**

**EXPENSES**

02 /28/23	Monthly Postage Charges				\$2.70
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**TOTAL EXPENSES: \$2.70**

**TOTAL NEW CHARGES THIS INVOICE: \$98.70**

**Previous Balance: \$120.00**

**TOTAL NOW DUE \$218.70**

**Timekeeper Summary**

<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Derek P. Cole	0.40	\$240.00	\$96.00

## **4.3 Cover Sheet for added language on selected Job Descriptions**

**Auburn Area Recreation and Park District (District) Program, Personnel, Policy & Fee Committee Meeting March, 2023.**

### **The Issue**

Shall the Auburn Area Recreation and Park District add language noting particular job descriptions require on-site employment?

### **Background**

The Administrative Services Manager attended the PARMA (Public Agency Risk Management Association) conference in February. It was recommended that the District add language to some of the job descriptions to include:

**“This position requires you to carry out your duties on-site”**

Teleworking has become a potential reasonable accommodation for a disability and is analyzed differently than other requests. The District needs to clearly state when certain job descriptions cannot consider remote work for any accommodation.

The District’s Personnel Policy on changes to job descriptions:

#### **2.11 Job Duties**

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

### **Job Descriptions**

Customer Service Representative	2 Associate Site Director Positions
Customer Service Associate	4 Program Leader positions
Aquatics Coordinator	Youth Services Program Coordinator
Sports Coordinator	Facilities & Grounds Custodian
4 Swim Coach Positions	Facilities & Grounds Sr Park Wkr & Pool Opr
Aquatic Cashier	Facilities and Grounds Supervisor
Master Teacher	Facilities Coordinator
3 Recreation Aide Positions	Facilities & Grounds Park Worker
Scorekeeper	Facilities Attendant & Custodian
Swim Lessons and Swim-Aide positions	Facilities Maintenance Worker
2 Lifeguard positions	Senior Facilities Maintenance Worker
4 Preschool Teacher positions	

**Recommendation**

Staff recommends approving the added language, to clear any confusion should an employee request an accommodation.

**Fiscal Impact**

None

**Attachments**

None

## 4.4 Cover Sheet for COLA Wage Increase

**Auburn Area Recreation and Park District (District) Policy Committee Meeting March, 2023.**

### The Issue

Shall the Auburn Area Recreation and Park District change pay scales for a district wide COLA Wage increase on April 1<sup>st</sup>, 2023, based on the Union contract for 2022-2025?

### Background

The annual Union negotiations for 2023-2024 have agreed on a 4% COLA for this year and is within the constraints of the budget. Union Negotiations were approved March of 2022 including Colas of 4% in 2022, 4% in 2023 and 4% in 2024 providing that the CPI is a minimum of 4% for each of these years and that the District has met minimum revenue limits. The District has met those revenue limits and the CPI is above 4%.

#### California CPI for the last 3 years:

2019-2020	2.86%	No COLA given
2020-2021	1.00%	ARD gave 3%
2021-2022	6.5%	ARD gave 4%
2022-2023	5.6%	

ARD Policy on salary schedules:

#### **2.20 Salary Schedule Ranges**

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

### Recommendation

Staff recommends this COLA for District wide employees to help offset inflation.

### Fiscal Impact

2023-2024: \$102,600. This amount is included in the FY23/24 Budget.

### Attachment

Spreadsheet of proposed Job Description changes

# Job Description Changes 2023-2024

## Facilities and Grounds

### Proposed 4% COLA Wage Increases - April 1, 2023

<p><u>Facilities Attendant/Custodian</u> Wage Scale</p>		<p><u>Facilities Coordinator</u> Wage Scale</p>	
Current	17.96 to 24.07	Current	21.21 to 29.85
New	18.68 to 25.03 4.0%	New	22.06 to 31.04 4.0%
<p><u>Custodian</u> Wage Scale</p>		<p><u>Fac &amp; Grounds Supervisor</u> Wage Scale</p>	
Current	17.96 to 24.07	Current	29.90 to 40.07
New	18.68 to 25.03 4.0%	New	31.10 to 41.67 4.0%
<p><u>Park Worker &amp; Facilities Maintenance Worker</u> Wage Scale</p>		<p><u>Fac &amp; Grounds Manager</u> Wage Scale</p>	
Current	17.96 to 24.07	Current	40.17 to 53.89
New	18.68 to 25.03 4.0%	New	41.78 to 56.05 4.0%
<p><u>Senior Facilities Maintenance Worker &amp; Senior Park Worker/Pool Operator</u> Wage Scale</p>		<p><u>Fac &amp; Grds Landscape Architect</u> Wage Scale</p>	
Current	20.20 to 28.46	Current	43.75 to 58.72
New	21.01 to 29.60 4.0%	New	45.50 to 61.07 4.0%
		<p><u>Fac &amp; Grds Project Manager</u> Wage Scale</p>	
		Current	43.75 to 58.72
		New	45.50 to 61.07 4.0%

# Job Description Changes 2023-2024 Recreation, Customer Service & Administration

## 4% COLA Wage Increases - April 1, 2023

<u>Recreation Aide I</u>			<u>Recreation Manager</u>			<u>Human Resources Clerk</u>		
Wage Scale			Wage Scale			Wage Scale		
Current	15.50	to 19.90	Current	37.08	to 52.97	Current	16.69	to 22.33
New	16.12	to 20.70	New	38.56	to 55.09	New	17.36	to 23.22
		4.0%			4.0%			4.0%
<u>Recreation Aide II</u>			<u>Customer Service Associate</u>			<u>Administrative Assistant</u>		
Wage Scale			Wage Scale			Wage Scale		
Current	15.75	to 20.00	Current	15.60	to 20.02	Current	17.93	to 24.34
New	16.38	to 20.80	New	16.22	to 20.82	New	18.65	to 25.31
		4.0%			4.0%			4.0%
<u>Recreation Aide III</u>			<u>Customer Service Representative</u>			<u>Account Clerk I</u>		
Wage Scale			Wage Scale			Wage Scale		
Current	16.50	to 21.75	Current	16.12	to 21.61	Current	18.00	to 24.23
New	17.16	to 22.62	New	16.76	to 22.47	New	18.72	to 25.20
		4.0%			4.0%			4.0%
<u>Scorekeeper</u>			<u>Customer Service and Marketing Manager</u>			<u>Executive Assistant</u>		
Wage Scale			Wage Scale			Wage Scale		
Current	15.50	to 19.90	Current	31.00	to 42.66	Current	21.00	to 31.52
New	16.12	to 20.70	New	32.24	to 44.37	New	21.84	to 32.78
		4.0%			4.0%			4.0%
Current	19.25	to 25.70	Current	42.66	to 54.32	Current	29.67	to 38.86
New	20.02	to 26.73	New	44.37	to 56.33	New	30.86	to 39.94
		4.0%			4.0%			4.0%
<u>Sports Coordinator</u>			<u>Administrative Services Manager</u>			<u>Account Clerk II</u>		
Wage Scale			Wage Scale			Wage Scale		
Current	23.00	to 30.96	Current	38.40	to 54.08	Current	21.00	to 31.52
New	23.92	to 32.20	New	39.94	to 56.24	New	21.84	to 32.78
		4.0%			4.0%			4.0%

# Job Description Changes 2023-2024 Youth Services and Aquatics

## 4% COLA Wage Increases - April 1, 2023

	<u>Cashier</u> Wage Scale	<u>Swim Lesson Instructor</u> Wage Scale
<u>Youth Services Program Leader I &amp; Preschool Teacher 1</u>	Current 15.50 to 19.90 New 16.12 to 20.70 4.0%	Current 17.00 to 21.52 New 17.68 to 22.38 4.0%
<u>Youth Services Program Leader II &amp; Preschool Teacher 2</u>	Current 15.50 to 19.90 New 16.12 to 20.70 4.0%	<u>Head Coach - Synchronized Swimming</u> Wage Scale Current 16.59 to 21.93 New 17.25 to 22.81 4.0%
<u>Youth Services Associate Site Director (License Exempt)</u>	<u>Assistant Coach - Synchronized Swimming</u> Wage Scale Current 15.50 to 19.90 New 16.12 to 20.70 4.0%	<u>Head Coach - Swim Team</u> Wage Scale Current 18.40 to 24.00 New 19.14 to 24.96 4.0%
<u>Youth Services Program Leader III &amp; Preschool Teacher 3</u>	<u>Assistant Coach - Swim Team</u> Wage Scale Current 15.50 to 19.90 New 16.12 to 20.70 4.0%	<u>Aquatics Coordinator</u> Wage Scale Current 20.80 to 27.85 New 21.63 to 28.96 4.0%
<u>Youth Services Program Site Director</u>	<u>Lifeguard</u> Wage Scale Current 16.00 to 20.54 New 16.64 to 21.36 4.0%	<u>Master Teacher</u> Wage Scale Current 25.08 to 33.61 New 26.08 to 34.95 4.0%
<u>Youth Services Manager</u>	<u>Head Lifeguard</u> Wage Scale Current 17.00 to 21.52 New 17.68 to 22.38 4.0%	

## 4.5 Cover sheet – District Administrator Contract Amendment – COLA

Auburn Area Recreation and Park District (ARD) Finance Committee March, 2023.

### The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve an amendment (Amendment # 10) to the District Administrator’s contract for a Cost-of-Living Adjustment (COLA)?

### Background

Staff is recommending a 4% COLA increase for employees per the tentative agreement with Local 39, which was approved by the Board, March, 2022.

Per the existing ARD District Administrator’s contract:

#### 3. Salary

- a. District Administrator’s annual salary shall be one hundred twenty-two thousand, eight hundred thirty dollars (\$122,830) 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, 2022)
- b. In lieu of annual step increases, on September 1<sup>st</sup> 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 #10) is attached. **This proposed amendment would raise the District Administrator’s yearly salary to \$127,743.**

## **Attachments**

Recommendation for the Finance Committee  
Amendment #10 to the contract signed August 30, 2012

**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 4% increase in the District Administrator’s annual salary is \$4,913 per year. There is approximately \$1,207 in “roll-up” costs, broken out as such:

FICA	6.2%
MED	1.45%
W. Comp	2% (*111% exp mod)
457 match	2.5%
CalPERS	12.2%

The total fiscal impact is as follows:

Salary	\$4,913
Roll-ups	<u>1,207</u>
Total fiscal impact	\$6,120

This amount is included in the FY 23/24 budget.

**Attachments**

Proposed Amendment #10 to the October 30, 2012 contract between ARD Board of Directors and District Administrator Kahl Muscott.

**Amendment #10 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 twenty-seven, seven-hundred and forty-three dollars (\$127,743) 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.

## **4.6 Cover sheet – Review of Policies Regarding Park, Facility and Amenity Closures**

Auburn Recreation District Policy Committee meeting January, 2023; February, 2023; March, 2023

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend its policies regarding park, facility and amenity closures? Director Holbrook requested this review.

### **Background**

ARD's policies regarding park, facility and amenity closures are as follows:

#### **XXXX. Park, Facility and Amenity Closures**

From time to time, due to a variety of reasons, there may be a need to close parks, buildings, structures, amenities and/or facilities at ARD.

The following is a clarification of when and how these closures are to be conducted.

- A. Eminent safety issue: At any time, a structure or facility is found in such a state that there is an immediate safety concern any District employee has the authority to prevent access. This may include monitoring the situation and preventing public access until additional staff or resources can be obtained to appropriately repair or secure the structure. Staff must notify management immediately and document the issue as is called out in related policy and procedure manuals.
- B. Potential Safety Issue: Any issue or concern, witnessed or noticed by staff, the public or outside public agencies must be reported to District management to assess the issue and take appropriate action as deemed necessary. The issue will be reviewed and the situation evaluated to determine further action, if any.
- C. Damage Prevention and Asset Protection: District staff and/or Administration shall, at their earliest opportunity, close facilities, fields, structures or amenities should there be a high likelihood of damage by the use. Closures of sports fields should follow the guidelines and procedures found in section XXI of this policy manual.
- D. Directive of other officials: Administration will shut down any facility ordered by an authorized state, county or other official. The District Administrator will notify the Board of Directors of the directive and actions taken.
- E. Subjective Closures: This includes any potential or actual closures that may not be clear or which may not have a consensus on the public safety or asset protection value. These closures shall be discussed with Board Chairperson and the entire Board for direction and action as may be needed. The District

Administrator shall have the ability to err on the side of caution and shall have the ability to initially close a park, building, structure, amenity and/or facility prior to Board action and/or direction.

**Recommendation for the Policy Committee**

Review and send a recommendation to the Board, if any.

The Policy Committee reviewed this item at their February, 2023 meeting and requested that the item come back as an Action Item at the March, 2023 meeting.

**Fiscal Impact**

N/A

**Attachments**

None

## **4.7 Cover Sheet - Auburn Area Recreation and Park District's Refund Policy amendments**

**Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, March, 2023.**

### **The Issue**

Shall the Personnel, Policy, Fee & Legal Review Committee recommend approving changes to the **District Policy** to amend the Refund Policies to parallel credit expiration across programs/ rentals and restate some of Youth Services refund policies?

### **Background**

Currently, the District's credit on account expires after one year for registrations. This amendment would also expire rental credits after one year.

Youth Services refund policy was changed slightly to eliminate a day/time and note 2-weeks notice instead. The policy also eliminated stating an old registration software.

### **Recommendation**

Review and send a positive recommendation to the Board of Directors to change the District Policies on Refunds to coincide with program calendar parameters and paralleling expirations of credits. Staff also recommends sending this item to the Consent Calendar.

### **Fiscal Impact**

None

### **Attachments**

Current policy with amendments in red.

## Proposed amendments

### **ARD Reservation Refund Policy. Cancellations of reservations will be subject to the following conditions and fees:**

1. Cancellations or changes in a reservation made with at least 60 days notice will be offered a full refund or credit on account.
2. Cancellations or changes in a reservation made with 14 – 59 days' notice will be offered a full credit on account.
3. Cancellations or changes in a reservation made with less than 14 days' notice will be subject to a 50% cancellation fee. The remaining balance will be credited on account.
4. Credits are good for one year from the date of issuance.

### **Customer Service Manager refund parameters.**

1. Refunds or credits on account can be issued for a legitimate emergency that prevents the customer from using the reservation. The customer must provide some form of proof and/or a written statement to the Customer Service Manager as to the circumstances surrounding the missed reservation.
2. The Customer Service Manager must then make a recommendation to the District Administrator for a refund/credit on account. The District Administrator must approve all refunds/credits on account.
3. The costs for staff time, equipment or supplies that were incurred as the result of a late cancellation cannot be refunded.

### **ARD Youth Services Refund Policy Regarding Refunds/credits/day changes**

#### 1. ARD Day Camp

- a. All requests for refunds, credits or day changes must be made ~~on the proper change form in writing~~ and must go through the day camp director ~~or Youth Services Manager~~. Credits are good for one year from the date of issuance.
- b. In order to receive full refunds or credits, or to move days that are already paid, ~~requests must be made by Friday, 5:00 p.m., two weeks prior to the session on the proper change form.~~ 14 days' notice is due on any changes to the contracted schedule. Failure to give at least 14 days' notice will result in the parent/guardian/client being ~~you will still be required to pay for the contracted day(s) even if their year child(ren) do(es) not attend.~~ This includes field trips.
- c. ~~In order to receive half refund or credit, including moving days, requests must be made on the proper change form by Friday, 5:00 p.m., one week prior. This includes field trips.~~

- d. ~~After 5:00 p.m. on the last Friday prior to the session~~ If 14 days' notice is not given, days may not be moved and no refunds or credits will be issued except for illness with a doctor's note citing the specific dates a child may not attend. This includes field trips. ARD does not offer make-up dates for classes or swim lessons missed due to field trips.
- e. There is no refund for other ARD classes, camps or swim lessons missed due to field trips or events, nor does ARD offer a part-time discount to participants of these activities other than the half day rate at the session times offered.
- f. ARD does not extend credits/refunds/day changes for students who are suspended from the program for any reason.
- g. ARD offers credits (not refunds) for days paid in the event of an unexpected day camp closure due to acts of nature or other circumstances beyond our control.
- h. ARD may offer refunds if a Federal, State or local emergency is declared. If the totality of refunds exceeds \$25,000, the District Administrator will obtain approval of the Board.
- i. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved campers.
- j. All credits through CivicRec must be authorized by the Youth Services Manager. All refunds ~~or credits through Daycareworks~~ must be authorized by the Youth Services Manager, processed by Customer Service and documents forwarded to accounting.
- k. In the event of power outages with poor air quality and/or temperatures above 90 degrees, we will only offer the morning session until 12:30 and close for the afternoon. Credits, not refunds, will be offered at that time.

## 2. ARD Discovery Club

- a. Days must be contracted and paid in advance and may not be changed or moved once payment is received. 14 days' notice is due on any changes to the contracted schedule. Failure to give at least 14 days' notice will result in the parent/guardian/client being ~~you will still be~~ required to pay for the contracted day(s) even if their ~~your~~ child(ren) do(es) not attend.
- b. No credits or refunds for unused days except in the event of an illness with a doctor's note stating specific dates that a child may not attend.
- c. ARD may offer refunds if a Federal, State or local emergency is declared. If the totality of refunds exceeds \$25,000, the District Administrator will obtain approval of the Board.
- d. Discovery Club does not operate on the school's late starts, early dismissals or school closures due to severe weather, snow days, power outages, or other

circumstances beyond the program's control. There are no credits or refunds for those days.

- e. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved students.
- f. **All credits through CivicRec must be authorized by the Youth Services Manager.** All refunds ~~or credits through Daycareworks~~ must be authorized by the Youth Services Manager, processed by Customer Service and documents forwarded to accounting.

### 3. ARD KinderReady Preschool

- a. If class is cancelled due to circumstances beyond the program's control, credit (not refunds) will be issued. Otherwise, no credits or refunds are given for absences.
- b. ARD may offer refunds if a Federal, State or local emergency is declared. If the totality of refunds exceeds \$25,000, the District Administrator will obtain approval of the Board.
- c. If a family needs to leave the program, they are required to give a 30-day notice.
- d. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved students.