

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**
WEDNESDAY, OCTOBER 18, 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 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/85233351094>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 852 3335 1094 to participate.

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

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

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

1.0 CALL TO ORDER

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 September 20, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

None.

**4.3 District Policy on Stale Dated checks, Per Government Code §50050
(Pages 5-7)**

Shall the Auburn Area Recreation and Park District (District) approve establishing a Stale Dated Check policy?

4.4 Amending ARD's Refund Policy for Youth Services (Pages 8-11)

Shall the Auburn Area Recreation and Park District (ARD) amend the policy regarding refunds for the Youth Services Department?

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:

10/13/2023
Date

10 AM
Time

Cathy Warford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, September 20, 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 12:34 PM

ROLL CALL

Director Ainsleigh and Director Holbrook were present

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee as written.

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 August, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Committee reviewed and approved the minutes from August 23, 2023, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were no Legal Bills.

4.3 Amendments to Senior Facilities Park Worker and Senior Facilities Maintenance Worker Job Descriptions

Director Ainsleigh and Director Holbrook reviewed the Amendments to Senior Facilities Park Worker and Senior Facilities Maintenance Worker Job Descriptions and forwarded this item to the consent calendar for review and approval.

4.4 Youth Assistance (Scholarship) Fund Amendments

Director Ainsleigh and Director Holbrook reviewed the Youth Assistance (Scholarship) Fund Amendments and forwarded this item to the consent calendar for review and approval.

Discussion items:

1. Reimbursements and Restitution – Policy Review/Development – this item was reviewed 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 12:54 PM.

Cathy Warford
Board Secretary

September 25, 2023
Date

4.3 Cover sheet: District Policy on Stale Dated checks, Per Government Code §50050

Auburn Area Recreation and Park District Policy Meeting October, 2023

The Issue

Shall the Auburn Area Recreation and Park District (District) approve establishing a Stale Dated Check policy?

Background and Findings

The Auburn Area Recreation and Park District from time to time have checks that become stale dated. These are checks cut that have not been cashed for over 6 months and still remain on the books as liabilities.

The District has created an in-house policy of writing letters to the parties that have not cashed their checks. Some respond, some do not. Checks are then voided and re-written. If the party is a current employee, we will sometimes direct deposit those funds and record a journal entry to move that liability from our bank reconciliation.

Staff has created a Policy to address **Stale Dated Checks** per Government Code §50050 allowing the District to absorb those funds, should nobody claim them after 1-3 years.

Government Code §50050 et. seq requires the following:

1. Unclaimed refunds (uncashed checks) under \$15 are to be held for 1 year before they become District property
2. Unclaimed refunds (uncashed checks) over \$15 are to be held for 3 years before they become District property
 - a. Notice be published in the newspaper once a week for two successive weeks prior to transferring the funds to District property
 - b. Funds be transferred no less than 45 days nor more than 60 days after first publication of notice

This is a new policy for the District Policy manual and is attached for your inspection.

Recommendation:

Staff recommends that the Policy Committee review and recommend approval of the District Stale Dated Check Policy and forward this to the consent calendar for the Board of Directors to review and approve.

Fiscal Impact:

Unknown at this time, but potentially \$100-200 per year of Miscellaneous Income.

Attachments

Potential District Stale Dated Checks Policy

II. Purchasing

E. District Policy on Stale Dated checks:

All checks:

6 – 12 months after check is issued

- Notice is sent to the recipient

After 30 days after notice and up to 15 months after check is issued

- If no response, check is voided in GL
- Transfer the funds to a Liability account

Just for Checks under \$15:

1 year minimum after check is issued

- Journal Entry funds from Liability to Misc Income

Just for Checks \$15 and above:

3 years minimum after check is issued

- Unclaimed checks are published in the newspaper once a week for two successive weeks

45-60 days after notice is published

- The notice shall state the amount of money, the fund in which it is held, and that it is proposed that the money will become the property of the local agency on a designated date not less than forty-five days nor more than sixty days after the first publication of the notice.
- A party of interest may file a claim with the District which must include the claimant's name, address, amount of claim, the grounds on which the claim is founded, and any other information that may be required by the District. The claim shall be filed before the date the unclaimed money becomes the property of the local agency as provided under Section 50051 and the District shall accept or reject that claim.
- See Government Code §50050 et. Seq for any further questions.
- If unclaimed, JE transfers funds from liability to Miscellaneous Income.

4.4 Cover sheet – Amending ARD’s Refund Policy for Youth Services

Auburn Area Recreation and Park District (ARD) Policy Committee meeting October, 2023

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the policy regarding refunds for the Youth Services Department?

Background

ARD has established refund policies and procedures in regards to the Youth Services Department. This policy does not provide any latitude for extenuating circumstances that parents may be dealing with. Staff is proposing additional language that will act as guidance for providing refunds in such circumstances.

Recommendation for the Policy Committee

Review and send a positive recommendation to the Board to approve the proposed changes to the Youth Services Refund Policy. Send this item to the Consent Calendar on the October, 2023 Board agenda.

Fiscal Impact

The fiscal impact would depend on the refund given.

Attachments

Proposed amendments to the ARD Refund Policies and Procedures

Proposed amendment to allow refunds for Youth Services programs

D. 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 and must go through the day camp director. 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. 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, 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 refunds or credits through Daycare works 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.

l. The ARD Youth Services Manager may recommend refunds based on hardships or other extenuating circumstances. Before a refund of this nature can be made, the manager must thoroughly investigate the circumstances surrounding the issue(s) to determine if a refund is warranted. The Youth Services Manager will make these refund recommendations to the District Administrator, who will approve or deny all requests.

2. ARD Discovery Club

- a. Days must be contracted and paid in advance and may not be changed or moved once payment is received.
- 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, now 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 refunds or credits through Daycare works must be authorized by the Youth Services Manager, processed by Customer Service and documents forwarded to accounting.

g. The ARD Youth Services Manager may recommend refunds based on hardships or other extenuating circumstances. Before a refund of this nature can be made, the manager must thoroughly investigate the circumstances surrounding the issue(s) to determine if a refund is warranted. The Youth Services Manager will make these refund recommendations to the District Administrator, who will approve or deny all requests.

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.
- e. The ARD Youth Services Manager may recommend refunds based on hardships or other extenuating circumstances. Before a refund of this nature can be made, the manager must thoroughly investigate the circumstances surrounding the issue(s) to determine if a refund is warranted. The Youth Services Manager will make these refund recommendations to the District Administrator, who will approve or deny all requests.