

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**
WEDNESDAY, JANUARY 17, 2024, 12:30 PM
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
AUBURN, CA

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The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/87580002825>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 875 8000 2825 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.

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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 December 13, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

None.

Discussion items:

1. Policy Review, Possible Amendment – Resident Discounts/Out of District Fees for Facility Rentals **(Pages 5-8)**

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:

1/17/2024
Date

9:45am
Time

Cathy Wayford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, December 13, 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 12:32 PM.

ROLL CALL

Director Holbrook was present. Director Ainsleigh was absent.

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

Director Holbrook reviewed and approved the minutes from November 15, 2023, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were no Legal Bills.

4.3 ARD's Sick Leave Policy for Part-time Employees under 20 hours and Seasonal Employees

Director Holbrook reviewed the ARD's Sick Leave Policy for Part-time Employees under 20 hours and Seasonal Employees and forwarded this item to the consent calendar for review and approval by the Board of Directors.

4.4 Updating ARD's Petty Cash Policy

Director Holbrook reviewed Updating ARD's Petty Cash Policy. Director Holbrook approved updating the Petty Cash Policy, allowing a maximum of \$1,000.00. He is forwarding this item to the consent calendar for review and approval by the Board of Directors.

Discussion items:

1. None.

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

None.

6.0 ITEMS PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:37 PM.

Cathy Warford
Board Secretary

December 18, 2023
Date

Discussion Item #1: Cover sheet – Policy Review, Possible Amendment – Resident Discounts/Out of District Fees for Facility Rentals

Auburn Recreation District Policy Committee meeting January, 2024

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review and possibly amend policies regarding Out of District Fees for Facility Rentals? Director Holbrook requested this review.

Background

Existing District policies regarding Out of District Fees for ARD Facility Rentals are as follows:

XXI. Use of Outdoor Fields and Facilities

D. Field Fees & Proceedings:

1.Fees: Refer to established Schedule of Fees¹ as approved by Board of Directors.

XXIII. Out of District Facility Use

In the case where out of District groups want to rent facilities on an ongoing basis (pool, gyms, fields) the fee would be the cost of rental of the facility plus 10% of the total.

Example: Colfax High School wants to rent the pool for swim teams. The actual cost to the District for their percentage of use time is \$8,849.00. The Out of District fee assessment would be \$885.00.

XXV. Use of Indoor Facilities

F. Schedule of Fees for Indoor Facilities. See Schedule of Fees¹ established by the Board of Directors.

¹Note: the current Schedule of Fees is attached

Existing District Policy on Resident Discounts (formerly “out of district fees”) for classes, programs camps and leagues is as follows:

Resident Discounts. It shall be the policy of the Board that residents of the Auburn Area Recreation and Park District will receive a 15% discount on all classes, programs, camps and leagues, with the noted exceptions below. This discount shall be a minimum of \$5 and a maximum of \$10 and will be rounded to the nearest dollar when applied.

Resident discounts will not be assessed on the following:

- Events: this includes vendor fees
- Races
- Tournaments
- Pool entry fees
- Youth Services Day Camp and Discovery Club programs
- Individuals in Adult Sports Leagues
- Any person using ARD Youth Assistance Funding

A suggestion was made that ARD should consider offering in-district rates to out-of-district to individuals or businesses that support ARD (examples: volunteerism, donations, sponsorships, etc.)

Recommendation for the Policy Committee

Review and discuss the policies. Propose possible changes. Forward to the Board of Directors with a recommendation when ready;

Fiscal Impact

Unknown at this time. The amount of money taken in for out-of-district renters who may qualify for in-district rates is relatively minimal.

Attachments

Facility and Field Schedule of Fees

Facility Rental Fee Structure

Group A/B: Activities sponsored or conducted by volunteers, the majority of which are 17 years of age or under who have adult leaders or chaperones/Meetings or smaller activities of resident, civic or service organizations; non-profit groups where no fee is charged for participation.

Group C/D: Private citizens' parties/receptions where the primary function is social/activities sponsored by a business, corporation, or other firm where their interest is profit-making.

Rooms	Group A/B	Group C/D	Capacity	
	Per Hour	Per Hour	Dining	Seating
Sierra Room	\$60.50	\$89.50	140	200
Foothills Room	\$53.00	\$83.00	100	150
Lakeside Room	\$53.00	\$83.00	75	90
Canyon View Room	\$46.50	\$70.50	50	75
Board Room	\$53.00	\$64.00	0	90
Sunset Room	\$42.00	\$58.00	0	40
CVCC Kitchen	\$33.50	\$50.50	N/A	N/A
Broadwell Room-MVCC	\$48.50	\$84.00	80	100

MINIMUM 2 HOURS

Rental hours	
Sunday - Thursday:	8:00am - 10:00pm (music must be off by 9:00pm)
Friday and Saturday:	8:00am - 11:00pm (music must be off by 10:00pm)

Additional Fees (all groups)	
Rental Deposit Fee	\$400.00
Out-Of-District Fee	\$61.00
Alcohol Permit Fee	\$46.00
Custodial Fee	\$46.00
Set Up/Take Down	\$118.00

(refundable)

Note: \$80.00 custodial fee for groups over 100.

Group A/B COMBINED
Regional & Rec Gym
Hourly
\$52.00
Custodial Fee: \$46 per day

All other groups with sports-related events:	\$76 per hour
Gym rental for non sport related events:	\$115.50 per hour, minimum of 2 hours

Outdoor Facilities	Res half	Res. full
Picnic Units (per unit)	\$58.50	\$87.00
Gazebos	Res full day	NR full day
Front Gazebo	\$47.50	\$70.50
Back Gazebo	\$105.00	\$117.00

NR half day	NR full day
\$73.50	\$106.00
Picnic units hold Approx. 50 people. \$46 custodial fee will be applied per unit.	

Pool	Group A/B	Group C/D
Marsha Skinner Pool	\$270.00	\$384.00
(2hrs, max 75 people)		
Splash Pool	\$212.00	\$333.00
(2hrs, max 30 people)		
Meadow Vista Pool	\$212.00	\$333.00
(2hrs, max 75 people)		

Schedule of Fees

GROUP A: Activities sponsored or conducted by a volunteer organization, the majority of which are 17 years of age and under who have adult leaders or chaperones (i.e. Boy Scouts, Girl Scouts, Little League, etc)

GROUP B: Meetings or similar activities of resident, civic, or service organization; Non profit groups, such as Red Cross, schools, or other resident adult organizations where there is no fee charged for participation.

GROUP C: Private Citizens' parties/receptions where the primary function is social.

GROUP D: Activities sponsored by a business, corporation, or other firm where their interest is in profit making.

Fields	Group A	Group B	Group C	Group D
	Hourly	Hourly	Hourly	Hourly
Recreation Field	\$11.50	\$23.00	\$32.50	\$43.00
Beggs Field	\$12.50	\$30.50	\$38.50	\$49.00
James Field	\$22.00	\$31.00	\$40.00	\$50.00
Regional A Softball	\$22.00	\$30.00	\$37.00	\$48.00
Regional B Softball	\$21.00	\$25.50	\$36.00	\$45.00
Regional C Softball	\$21.00	\$25.50	\$36.00	\$45.00
Regional Soccer Field	\$15.00	\$25.50	\$36.00	\$45.00
MV Soccer A/B	\$16.00	\$28.00	\$27.00	\$46.50
MV Pee Wee Soccer	\$10.00	\$19.00	\$28.00	\$37.00
MV Softball	\$20.00	\$22.00	\$31.50	\$40.00
Railhead A Field	\$14.50	\$28.00	\$37.00	\$46.50
Railhead B Field	\$14.50	\$28.00	\$37.00	\$46.50
Christian Valley Field	\$11.50	\$20.00	\$30.50	\$38.00
Winchester Field	\$10.50	\$25.50	\$37.00	\$45.00
Placer Hills Field	\$9.50	\$20.00	\$30.50	\$38.00

Out of District fees: \$87 per hour for James field, \$69 per hour for all other fields.

Bocce Ball Courts(3 hour blocks)	\$20 per Court
Rental Times: 8am-11am, 11am-2pm, 2pm-5pm, and 5pm-8pm	

Tournament Packages

Tournament Location	All Groups	
	1/2 Day 9a-3p, or 3p-9p 6 hours	All day 9am-9pm, 12 hours
Recreation Fields	\$139.50	\$274.00
Regional Fields	\$139.50	\$274.00
Fairgrounds Fields	\$139.50	\$274.00
Regional Soccer Field	\$139.50	\$274.00
Railhead Soccer Fields	\$139.50	\$274.00
Bocce Ball Courts (all 4)	\$139.50	\$274.00

Lights	\$34.00 per hour
Custodial Fee over 100 people	\$64.00
Alcohol Permit Fee	\$46.00