

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

**WEDNESDAY, FEBRUARY 21, 2024, 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/87580002825>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 831 9367 1846 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 January 17, 2024 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)**

**Recommendation:** Review and approve minutes.

**4.2 Approval of Legal Bills**

**4.3 Proposed Fee Change - Out of District Fees for Facility Rentals (Pages 5-7)**

Shall the Auburn Area Recreation and Park District (ARD) change the fee that is charged for Out of District facility rentals?

**Discussion items:**

1. Un-neutered dogs at the Ashley Memorial Dog Park. **(Pages 8-11)**

**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:

February 15, 2024  
Date

2:30 pm  
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, January 17, 2024 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 12:45 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 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 December, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

Director Holbrook reviewed and approved the minutes from December 13, 2023, Program, Personnel, Policy, Fee & Legal Review Committee. Director Ainsleigh abstained.

**4.2 Approval of Legal Bills**

There were no Legal Bills.

**Discussion items:**

1. Policy Review, Possible Amendment – Resident Discounts/Out of District Fees for Facility Rentals.

Director Holbrook and Director Ainsleigh forwarded the Policy Review, Possible Amendment – Resident Discounts/Out of District Fees for Facility Rentals to the Board for consideration with a split recommendation. Director Holbrook wanted to charge a flat fee and Director Ainsleigh wanted to charge a percentage.

## **4.3 Cover sheet –Proposed Fee Change - Out of District Fees for Facility Rentals**

**Auburn Recreation District Policy Committee meeting January, 2024; Board of Directors meeting January 25, 2024; Policy Committee meeting February, 2024**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) change the fee that is charged for Out of District facility rentals?

### **Background**

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

### **XXIII. Out of District Facility Use**

Non-profit organizations that serve the District shall be eligible for in-district fee/rates.<sup>1</sup>

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 Fees established by the Board of Directors.

<sup>1</sup>Note: this section was added by the ARD Board in January, 2024.

At the January ARD Board of Directors meeting, the Board considered changing the fee that is charged for Out of District facility rentals. The fee is currently \$61 for all rentals.

The Board discussed the following options:

- A. A fee based on one-hours worth of rent for that particular room/facility.
- B. A fee based on a percentage.

The proposed language for these changes are included on the attached Facility Fee Structure document (the **highlighted section** next page)

**Recommendation for the Policy Committee**

Review and provide a recommendation for the Board of Directors.

**Fiscal Impact**

ARD received \$1,254 in Out of District fees for facility rentals in 2024.

Option A. would have brought in \$1,294

Option B. would be dependent on the percentage chosen

**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	Refundable
Out-Of-District Fee	\$61.00	Current
Out of District Fee	Value of one hour rent	Option A
Out of District Fee	__%	Option B
Alcohol Permit Fee	\$46.00	
Custodial Fee	\$46.00	
Set Up/Take Down	\$118.00	

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

Group A/B COMBINED
<b>Regional &amp; Rec Gym</b>
Hourly
\$52.00
Custodial Fee: \$46 per day

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

Outdoor Facilities	Res half	Res. full day	NR half day	NR full day
Picnic Units (per unit)	\$58.50	\$87.00	\$73.50	\$106.00
<b>Gazebos</b>	<b>Res full day</b>	<b>NR full day</b>	Picnic units hold Approx. 50 people. \$46 custodial fee will be applied per unit.	
Front Gazebo	\$47.50	\$70.50		
Back Gazebo	\$105.00	\$117.00		

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

# **Discussion Item #1: Cover sheet – Un-neutered dogs at the Ashley Memorial Dog Park**

**Auburn Area Recreation and Park District Policy Committee February, 2024**

## **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the rules for the Ashley Memorial Dog Park and not allow un-neutered male dogs to enter?

## **Background**

The Ashley Memorial Dog Park has a set of rules adopted by ARD (see “Dog Park Rules” attachment).

The ARD Policy Committee considered banning un-neutered male dogs from the Dog Park in 2018. No action was taken at that time.

Staff has been contacted by an Ashley Memorial Dog Park user, who stated that there has been several issues with un-neutered male dogs causing fights inside the Dog Park. It was requested that we reconsider changing the rules about un-neutered male dogs.

## **Recommendation**

Review and discuss. If the Policy Committee would like to add this rule, staff can bring back proposed language to the March or April Policy Meeting for consideration. This would also allow for time to put up notices at the Ashley Memorial Dog Park about the proposed amendment to the Dog Park rules.

## **Fiscal Impact**

The cost to purchase a new sign and have it installed is approximately \$150.00

## **Attachments**

Ashley Memorial Dog Park Rules  
Survey of other agencies re: un-neutered dogs using their Dog Parks

## ARD Park Rules

### Dog Park Rules

**This park was built for your enjoyment; please be responsible and help keep it clean by picking up after your dog and yourself – Bag stations and trash cans are available throughout the park**

Dogs **MUST** be leashed prior to entering and upon leaving the dog park

All dog handlers **MUST** carry a leash

Dogs **MUST** be under voice control and be in sight of their handler

Limit of three dogs allowed per dog handler

**YOU** are responsible for your actions and those of your dog(s) and children

Any dog(s) exhibiting aggression **MUST** be **IMMEDIATELY REMOVED** from the park

Children under 15 years of age **MUST** be supervised by a responsible adult

All dogs **MUST** display current license and be at least 6 months of age

Dogs that are sick, in heat or having fleas or ticks are not permitted

Consumption of alcohol and food, the use of glass containers and smoking are not allowed.

Pond and dog equipment is for **DOG PLAY ONLY**. People are not allowed in pond or on the dog equipment at any time

All personal/dog items must be removed when leaving park or they will be discarded or disposed

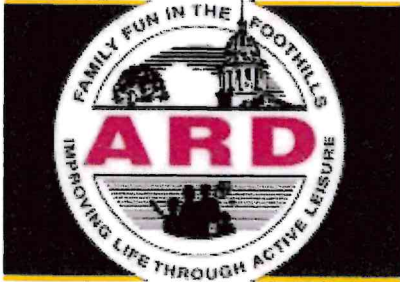
ARD may close any part of the Dog Park at any time for maintenance, repair and safety; said closure(s) may require sharing of either dog-play area

**Park users and dog handlers assume ALL risks related to park use - Auburn Recreation and Park District and Ashley Memorial Dog Park Foundation are not responsible for injuries/losses.**

**The Ashley Memorial Dog Park Foundation is financially responsible for waste bags and any/all improvements. Your tax deductible cash donation will help maintain park and add improvements. Federal Tax ID# 20-2166927 Contributions may be sent to:**



**Ashley Memorial Dog Park Foundation, 578 Lincoln Way, Auburn, CA  
95603**



**Please report any unauthorized activity to the  
Auburn Recreation District at 530-885-8461**

**City of Auburn Police Department 530-823-4237;  
Emergencies call 9-1-1**

**CITY OF AUBURN MUNICIPAL**

**CODES:**

**Dogs off leash outside of dog park fenced area 97.074**

**Littering including pet waste 97.010**

## Survey of other agencies re: un-neutered dogs in Dog Parks

Agency/Dog Park	Un-neutered males allowed?
City of Rocklin	No
City of Folsom	Yes
City of Roseville	Yes
City of Sacramento	Yes
Rancho Cordova RPD	Discouraged
Cosumnes CSD	Yes
El Dorado Hills CSD	Discouraged
City of Davis	Yes
Yuba/Sutter Dog Park	Discouraged
Pleasant Valley RPD	Yes
Hayward Area RPD	Yes