

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

WEDNESDAY, MARCH 20, 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 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/83995584632>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 839 9558 4632 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 February 21, 2024 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 COLA Wage Increase (Pages 5-8)

Shall the Auburn Area Recreation and Park District provide a COLA (Cost of Living Adjustments) of 3.2% effective April 1st, 2024, to certain employees based on the Union contract for 2022-2025 and previously approved COLAs?

4.4 Proposed Fee Change - Out of District Fees for Facility Rentals (Pages 9-11)

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

Discussion items:

1. Ashley Memorial Dog Park - closures due to rain or other issues. (Pages 12-13)

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:

March 15, 2024
Date

12pm
Time

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 21, 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 12:31 PM.

ROLL CALL

Director Ainsleigh were present. Director Holbrook 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 January, 2024 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Director Ainsleigh reviewed and approved the minutes from January 17, 2024, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

Director Ainsleigh approved paying the legal bills.

4.3 Proposed Fee Change – Out of District Fees for Facility Rentals

Director Ainsleigh reviewed the Proposed Fee Change – Out of District Fees for Facility Rentals. Director Ainsleigh would like to send it to the Board of Directors without a recommendation but would like his suggestion to be included.

Discussion items:

1. Un-neutered dogs at the Ashley Memorial Dog park. This item was discussed, Director Ainsleigh suggested that we put up a sign that would state, "Do you have an opinion about Un-neutered dogs?" You can call or email the Auburn Area Recreation and Park District with your opinion.

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 12:47 PM.

Cathy Warford
Board Secretary

February 26, 2024
Date

4.3 Cover Sheet for COLA Wage Increase

Auburn Area Recreation and Park District (District) Policy Committee Meeting March, 2024.

The Issue

Shall the Auburn Area Recreation and Park District provide a COLA (Cost of Living Adjustments) of 3.2% effective April 1st, 2024, to certain employees based on the Union contract for 2022-2025 and previously approved COLAs?

Background

The annual Union negotiations for 2024-2025 were approved in 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 but the CPI was published at 3.2% vs 4% for this year.

California CPI for the last 4 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 gave 4%
2023-2024	3.2%	ARD gave 4%-9% early (6/2023) per Board Recommendation (for some selected employees)

Four Administrative Job description **wage scales** and one Youth Services Job description **wage scale** were adjusted in June 2023. Staff is now recommending a COLA of 3.2%, with no adjustment to the pay scales.

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 the Policy Committee approve the changes as recommended. These changes are based on the agreement with the Union in March of 2022 **and** on COLAs that were previously approved. It is further recommended that the Policy Committee forward this to the consent calendar for the final Board approval.

Fiscal Impact

2024-2025: \$41,626. This amount is included in the FY24/25 Budget presented this month.

Attachment

Spreadsheet of proposed Job Description compensation changes

Job Description Changes 2024-2025

Facilities and Grounds

Proposed 3.2% COLA Wage Increases - April 1, 2024

Facilities Attendant/Custodian

Wage Scale

Current	18.68	to	25.03
New	19.28	to	25.83
			3.2%

Custodian

Wage Scale

Current	18.68	to	25.03
New	19.28	to	25.83
			3.2%

Facilities Maintenance Worker

Wage Scale

Current	18.68	to	25.03
New	19.28	to	25.83
			3.2%

Senior Facilities Maintenance Worker

Wage Scale

Current	21.01	to	29.60
New	21.68	to	30.55
			3.2%

Fac & Grounds Supervisor

Wage Scale

Current	31.10	to	41.67
New	32.10	to	43.00
			3.2%

Fac & Grounds Manager

Wage Scale

Current	41.78	to	56.05
New	43.12	to	57.84
			3.2%

Fac & Grds Landscape Architect

Wage Scale

Current	45.50	to	61.07
New	46.96	to	63.02
			3.2%

Fac & Grds Project Manager

Wage Scale

Current	45.50	to	61.07
New	46.96	to	63.02
			3.2%

Job Description Changes 2024-2025 Recreation, Customer Service, Youth Services & Administration Proposed 3.2% COLA Wage Increases - April 1, 2024

<p><u>Recreation Aide I</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>16.12</td><td>to</td><td>20.70</td></tr> <tr><td>New</td><td>16.64</td><td>to</td><td>21.36</td></tr> </table> <p style="text-align: right;">3.2%</p> <p><u>Recreation Aide II</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>16.38</td><td>to</td><td>20.80</td></tr> <tr><td>New</td><td>16.90</td><td>to</td><td>21.47</td></tr> </table> <p style="text-align: right;">3.2%</p> <p><u>Scorekeeper</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>16.12</td><td>to</td><td>20.70</td></tr> <tr><td>New</td><td>16.64</td><td>to</td><td>21.36</td></tr> </table> <p style="text-align: center;">5 x 5 Games single Scorekeeper</p> <table style="width: 100%;"> <tr><td>Current</td><td>20.02</td><td>to</td><td>26.73</td></tr> <tr><td>New</td><td>20.66</td><td>to</td><td>27.59</td></tr> </table> <p style="text-align: right;">3.2%</p> <p><u>Recreation Manager</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>38.56</td><td>to</td><td>55.09</td></tr> <tr><td>New</td><td>39.79</td><td>to</td><td>56.85</td></tr> </table> <p style="text-align: right;">3.2%</p> <p><u>Customer Service and Marketing Manager</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>32.24</td><td>to</td><td>44.37</td></tr> <tr><td>New</td><td>33.27</td><td>to</td><td>45.79</td></tr> </table> <p style="text-align: right;">3.2%</p>	Current	16.12	to	20.70	New	16.64	to	21.36	Current	16.38	to	20.80	New	16.90	to	21.47	Current	16.12	to	20.70	New	16.64	to	21.36	Current	20.02	to	26.73	New	20.66	to	27.59	Current	38.56	to	55.09	New	39.79	to	56.85	Current	32.24	to	44.37	New	33.27	to	45.79	<p><u>Human Resources Clerk</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>17.36</td><td>to</td><td>23.22</td></tr> <tr><td>New</td><td>17.92</td><td>to</td><td>23.96</td></tr> </table> <p style="text-align: right;">3.2%</p> <p><u>Administrative Assistant</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>18.65</td><td>to</td><td>25.31</td></tr> <tr><td>New</td><td>19.25</td><td>to</td><td>26.12</td></tr> </table> <p style="text-align: right;">3.2%</p> <p><u>Account Clerk I</u> Wage Scale</p> <p>No change to current scale just a 3.2% COLA for Staff</p> <p><u>Account Clerk II</u> Wage Scale</p> <p>No change to current scale just a 3.2% COLA for Staff</p> <p><u>Executive Assitant</u> Wage Scale</p> <p>No change to current scale just a 3.2% COLA for Staff</p> <p><u>Administrative Services Manager</u> Wage Scale</p> <p>No change to current scale just a 3.2% COLA for Staff</p>	Current	17.36	to	23.22	New	17.92	to	23.96	Current	18.65	to	25.31	New	19.25	to	26.12	<p><u>Youth Services Program Site Director</u> Wage Scale</p> <p>No change to current scale just a 3.2% COLA for Staff</p> <p><u>Youth Services Manager</u> Wage Scale</p> <table style="width: 100%;"> <tr><td>Current</td><td>32.24</td><td>to</td><td>44.37</td></tr> <tr><td>New</td><td>33.27</td><td>to</td><td>45.79</td></tr> </table> <p style="text-align: right;">3.2%</p>	Current	32.24	to	44.37	New	33.27	to	45.79
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4.4 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; Board of Directors meeting February 29, 2024; Policy Committee meeting March, 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.¹

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.

¹Note: 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)

At the February, 2024 Board meeting, the Board reviewed these proposals and sent the item back to the Policy Committee for further review.

Recommendation for the Policy Committee

Review and send a recommendation to the Board.

Staff recommends not making any changes, as the amount of money taken in on these fees is minimal, and staff has not received any complaints about it.

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
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 day	NR half day	NR full day
Picnic Units (per unit)	\$58.50	\$87.00	\$73.50	\$106.00
Gazebos	Res full day	NR full day	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
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)		

Discussion Item #1: Cover sheet – Ashley Memorial Dog Park - closures due to rain or other issues

Auburn Area Recreation and Park District (ARD) Board of Directors meeting, February, 2024; **Policy Committee meeting March, 2024**

The Issue

Shall the Auburn Area Recreation and Park District consider making policy or procedural changes to how and when the Ashley Memorial Dog Park is closed due to rain or other issues? The ARD Acquisition and Development Committee requested that this item be considered at a Policy Committee meeting.

Background

ARD currently owns the Ashley Memorial Dog Park at Ashford Park. The Ashley Memorial Dog Park is approximately 1.7 acres in size. Maintenance of this park is done by ARD staff and volunteers with the Ashley Memorial Dog Park Foundation.

ARD staff will close the Dog Park after rains. In *theory*, the following procedures¹ are used for when to close and reopen the Dog Park:

Criteria Used for Determining Dog Park Conditions and Closing

Determining whether dog parks will be closed involves many variables. The decision will be made based on the professional judgment and opinions of the Facilities and Grounds Staff. When evaluating the turf's conditions, a decision will be reached with consideration given to the following criteria:

- Current condition of the turf as it relates to coverage
- Current weather condition
- Forecasted weather conditions
- Standing water, puddles, or muddy conditions
- Potential for damaging the turf
- Long term effect or impact to the turf
- Unforeseen maintenance repairs or hazards
- The dog park will be closed whenever ½ inch or more of rain has fallen in the previous 24 hours.

¹Note: these are staff procedures, not Board approved policies

In practice, ARD staff will often face pressure from members of the public to reopen the Dog Park as soon as possible, often before the Dog Park turf is dry enough for use. This plays a large role in the degradation of the turf (dogs running through wet/muddy conditions). The only way to recover areas that are eroded down to earth/mud is to close that area and reseed or resod, a practice that is both expensive and time consuming.

The ARD Board of Directors reviewed these policies and suggested that ARD staff be firm on these closures, in an effort to protect the Dog Park. The ARD Acquisition and Development Committee also reviewed these procedures with staff, in which the following proposed changes to policies or procedure were discussed:

- 1) Closing the Ashely Memorial Dog Park on a seasonal basis. Ideally, that closure would extend from November until April, allowing staff to properly repair the turf and providing time for the repairs to fully take hold.

The current practice is to do closures of half of the Dog Park to repair the turf, as staff and funding are available. We have not been able to do this work the past couple of years due to staffing shortages.

- 2) Half-day closure. Closing the Dog Park during the morning hours, when the turf is wetter. The main issue with this proposal is having available staff to open the Dog Park each day and close it each night. There are also potential issues with park user and staff confrontations.

Recommendation for the Policy Committee

Review and provide direction.

If the Board decides to move in the direction of different policies on closures, staff recommends providing Dog Park users plenty of notice of the proposal, allowing for public comment.

Fiscal Impact

Unknown at this time

Attachments

None