

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**  
**WEDNESDAY, AUGUST 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/89658578788>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 896 5857 8788 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 July 17, 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 Amendments to Youth Services Program Coordinator Job Description**  
**(Pages 5-8)**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Youth Services Program Coordinator?

**4.4 ARD Ordinance #1 Amendment: Expulsion from Parks (Pages 9-14)**

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to change the language surrounding expulsion from parks, including length of time and how the public can appeal expulsions?

**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:

August 16, 2024  
Date

12:00pm  
Time

Carly Wainford  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes of the Program, Personnel, Policy, Fee & Legal  
Review Committee Meeting  
Monday, July 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 12:33 PM.

**ROLL CALL**

Chairman 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 June, 2024 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The Committee reviewed and approved the minutes from June 19, 2024, Program, Personnel, Policy, Fee & Legal Review Committee.

**4.2 Approval of Legal Bills**

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 12:35 PM.

Gary Wayford  
Board Secretary

July 23, 2024  
Date

### **4.3 Cover sheet – Amendments to Youth Services Program Coordinator Job Description**

**Auburn Area Recreation and Park District Policy Committee meeting August, 2024**

#### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Youth Services Program Coordinator?

#### **Background**

As a result of organizational and budgetary changes, ARD is proposing to hire a Youth Services Program Coordinator. The Youth Services Program Coordinator position will be Full Time, Union position and report to the Recreation Services Manager/Youth Services Manager.

Staff has reviewed the job description and made a few suggested changes (highlighted).

#### **Recommendation for the Policy Committee**

Review and send a positive recommendation to approve the amendments to the Youth Services Program Coordinator job description.

#### **Fiscal Impact**

Approximate payroll and benefit costs for this position is \$74,340 - \$96,430 for a full Fiscal Year.

Hiring this position and having it be under the Recreation Services Manager/Youth Services Manager will result in an estimated savings of approximately \$47,000 compared to the cost to hire a Youth Services Manager.

#### **Attachments**

Youth Services Manager Program Coordinator job description (proposed amendments highlighted)





## YOUTH SERVICES PROGRAM COORDINATOR

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Youth Services Program Coordinator will develop and implement a program of enrichment and recreation activities for ~~day-camp~~ all Youth Services programs and accept program responsibility in the Youth Services Manager's absence. The Coordinator may also be assigned as a Site Director.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plan and supervise total Discover Club and Day Camp programs, including staff, and provides training
- Assist the Youth Services Manager with all Discovery Club and Day Camp Programs where needed
- Assure that all Youth Services staff maintains all certification requirements
- Monitor Educational units and promote staff accordingly, when supplied with appropriate transcripts
- Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provide effective classroom management
- Plan and execute all field trips and special events at Day Camp
- Plan a snack calendar and prepare a food order based on inventory needs
- Maintain accurate and current files on all children in the programs
- Oversee payments, including subsidy cases. Follow up with outstanding accounts. Process paperwork in a timely manner
- Conduct disaster drills for the safety of all children and staff
- Responds quickly to all safety related issues
- Report suspected child abuse to Child Protective Services in a timely manner. Alert the Youth Services Manager and provide a copy of the paperwork submitted
- Address Workers' Compensation accidents immediately and follow through in accordance with the policies and practices of the District. Report all accidents/incidents/injuries to the Youth Services Manager and process essential paperwork in a timely manner
- Create and maintain an appealing classroom environment, adapting for changing seasons and themes. Oversee sanitary practices and cleanliness of the facility
- Purchase and gather supplies for ~~day-camp~~ all Youth Services programs
- Alert the Youth Services Manager regarding issues with payments, parents, safety, building maintenance or any area directly impacting the program
- Maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies
- Provide input for staff reviews as requested
- Fulfills duties of Site Director if assigned or substituting for a Director

### EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Plan/participate in special events, community involvement and/or field trips
- Attend departmental meetings as scheduled
- Other duties as assigned



## KNOWLEDGE, SKILLS AND ABILITIES

Exhibit a basic competency in core subjects to assist students with homework; possess good communications skills, both oral and written, including basic computer skills; ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; effective classroom management skills; creativity and attention to detail and follow-through; positive staff management and problem-solving skills.

## EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

**Or** Six units in Early Childhood Education, of which three units are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

**Or** A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

**Or** B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

**Or** Child Development Site Supervisor Permit.

**Or** Child Development Program Director Permit.

Any other new licensing requirements as they arise.

**Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.**

In addition to the above, two or more years of experience in staff management is required.

## LICENSES, CERTIFICATES AND IMMUNIZATIONS

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza





- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required. This position requires you to carry out your duties on-site.

**COMPENSATION:** Full-time union position.  
Part-time/temporary/seasonal non-union position.

Wage rate range

\$24.70 - \$34.17

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**



## **4.4 Cover sheet – ARD Ordinance #1 Amendment: Expulsion from Parks**

**Auburn Area Recreation and Park District (ARD) Policy Committee meeting August, 2024**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to change the language surrounding expulsion from parks, including length of time and how the public can appeal expulsions?

### **Background**

California Public Resources Code (PRC) section 5786.1 empowers the Boards of Special District to adopt and enforce ordinances necessary for the administration, government and protection of all property, improvements and facilities under its management or belonging to the District.

ARD Ordinance #1, Section 7, states the following:

E. Expulsion. In addition to any other penalty for a violation of this ordinance, the District Administrator, or his or her designees, including contractors, referees, umpires and other sports officials empowered to do so, may require the violator to immediately leave the park or facility and to remain out of the park or facility for the remainder of the day on which the violation occurred. It shall be a misdemeanor or infraction for any person so expelled to return to the park or facility the same day after having been lawfully ordered to leave, or for a person so ordered to not promptly leave. (Amended 11/29/15)

The ARD Policy Committee has requested that staff provide information on changing that section to allow for increased penalties for repeat offenders.

A copy of the Desert Recreation and Park District recently approved ordinance on suspensions, expulsions and reinstatements is attached.

### **Recommendation for the Policy Committee**

Review and discuss. Provide direction.

Amendment of an Ordinance is generally a two-month process. Public notice and a first reading of any amendment must occur before the Board can vote on an amendment to our Ordinance.

### **Fiscal Impact**

The proposed amendment would have a minor fiscal impact to the District, including costs to publicly notice the amendment (approx. \$500 - \$600).

**Attachments**

Desert Recreation and Park District recently approved ordinance on suspensions, expulsions and reinstatements

## **ORDINANCE NO. 23-01**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE DESERT RECREATION DISTRICT AMENDING ORDINANCE NO. 05/05-01 CLARIFYING SUSPENSIONS AND PROVIDING FOR A REINSTATEMENT PROCESS AFTER EXPULSION**

**WHEREAS**, the Desert Recreation District ("District") has adopted certain rules and regulations regarding the conduct of persons using its facilities and continues to monitor, update and enforce such rules and regulations; and

**WHEREAS**, Ordinance No. 05/05-01 can be clarified regarding the suspension and expulsion process and to provide a specific process to address possible reinstatement after expulsion; and

**NOW, THEREFORE**, the Board of Directors of the Desert Recreation District ("District") ordains that Ordinance No. 05/05-01 is amended to read as follows:

Section 1. **Enforcement of District Rules:** The District may adopt and from time to time amend rules and regulations for standards of conduct designed to protect the safety and well-being of staff, as well as those using its facilities and programs, and to protect its property from vandalism or theft (the "rules") . Such rules will be posted or otherwise provided at all property and facilities and for all programs. All District members, patrons, guests and facility users will be held to the District's stated rules while on District property or in District-conducted programs.

- A. Violation of such rules may be enforced as set out here through temporary suspensions or, where necessary, permanent expulsion. The level of enforcement shall be commensurate with the severity of the violation.
- B. The remedies provided here are in addition to and are not superseded by other remedies, such as a restraining order.
- C. Removal from the Premises: When a violation of District rules and rules may constitute an immediate threat to the safety of District staff, patrons or to District programs or property, the General Manager, supervisor or ranking District employee at the facility, property or program ("District management staff") may require that the person(s) causing the threat leave the premises immediately. In the event the person does not do so, District management staff may call the appropriate police department and ask that the person be removed under this ordinance or under applicable state laws, including but not limited to those regarding trespass. It is the Board's intention that this ordinance be enforceable by local law enforcement to the extent allowed by law. Such removal action may be followed by suspension or expulsion.
- D. The District may establish policies to carry out the provisions of this Ordinance, including but not limited to a tracking system for warnings and violations.

## Section 2. **Suspension**

- A. When a violation of District rules (or of state or local law) threatens staff or disrupts others' use of District facilities, property or programs, District management staff temporarily may suspend a person from use of such facilities or property or participation in District programs. Such suspension may be temporary while District management staff conducts an investigation and/or may be for an extended period of time when warranted by the situation.
- B. Unless there is an immediate threat to District staff or patrons, guests or facility users, any suspension, whether temporary pending investigation or for a period of time, will occur only after at least oral counseling in the form of one verbal warning and an explanation of the rule violation. If the violation then continues, a suspension may be imposed in writing and provided personally to the person suspended, to his/parent or guardian if a minor, mailed to the person's last known address or emailed. The notice of suspension shall contain information regarding appeal of the suspension and a copy of this ordinance, as well as a description of the reason for such suspension.
- C. The term of the suspension shall be commensurate with the nature and extent of the rule violation. The suspension will end at the time set out unless the General Manager continues the suspension for good cause.
- D. Additional rule violations after suspension, specifically including but not limited to the rule violations which were the basis of the suspension, may result in additional suspensions up to and including expulsion.

## Section 3. **Expulsion**:

- A. Expulsion is a permanent ban from all District facilities, property or programs. Expulsion may, but is not required to, follow a suspension, depending upon the nature and extent of the rule violation. For example, physical violence toward District staff or patrons, guests or facility users or vandalism or theft of property is a basis for expulsion rather than suspension.
- B. An expulsion shall be noticed in the same manner as a suspension. The notice of expulsion shall contain the procedures for notice of appeal of the expulsion, a copy of this ordinance and a description of the reason for the expulsion.

## Section 4. **Appeal of Suspension or Expulsion**

A person may appeal an expulsion or suspension in writing, within ten (10) business days after receipt of notice of the suspension or expulsion. Any appeal must be in writing delivered to the District office at 45-305 Oasis Ave., Indio, CA 92201, Attn. District Clerk. An email or phone call is not sufficient. The written appeal should describe in the person's own words why they believe that the suspension should be terminated before the date of its expiration or why an expulsion should not be permanent. Any evidence should be provided along with the written appeal.



- A. Meeting with the General Manager: An informal appeal meeting with the General Manager or designee will be conducted within ten (10) business days of receipt of an appeal. The determination of the General Manager shall be in writing delivered in the same manner as the original suspension or expulsion. In order to be able to appeal to the Board, the person must meet with the General Manager.
- B. Appeal to the Board: In the event that the person is not satisfied with the determination of the General Manager, the person may appeal to the Board of Directors within then (10) business days of receipt of the General Manager's determination by providing the written appeal to the District Clerk with a request for a Board hearing. Upon receipt of the appeal, the District Clerk shall add the item to the next regularly scheduled Board meeting agenda. At the Board's discretion, the appeal shall be heard in open session or the Board may designate an ad hoc committee to hear the appeal. The decision of the Board or its ad hoc committee shall be final.

#### Section 5. **Reinstatement from Expulsion**

In general, absent any additional conditions placed on the person's return, the person suspended may return to the use of District facilities, property or programs when the suspension ends. Reinstatement from expulsion may be requested no sooner than one (1) year after the effective date of the expulsion. The person does not have to have appealed the expulsion to request reinstatement.

- A. To request reinstatement from expulsion, the person shall follow the provisions for appeal and prepare a letter to the General Manager addressing the reasons for the expulsion and providing specifically how that person has addressed those issues. The letter shall be provided to the District Clerk.
- B. The General Manager shall respond in writing within two (2) weeks of receipt of the letter and may request a meeting with such person.
  - 1. Any reinstatement shall occur only on the terms and conditions set out in the response from the General Manager.
- C. The person may request Board review of the General Manager's determination in the same manner as an appeal to the Board. The Board may appoint an ad hoc committee to hear the matter. The decision of the Board or its ad hoc committee is final.
  - 1. A person denied reinstatement under this provisions must wait one (1) year from the date of denial to again request reinstatement.
  - 2. Violation of the terms of reinstatement or of District rules bars the person from use of District facilities, property or programs.

Section 6. **Effective Date:** This ordinance shall be effective 30 calendar days from the date of its adoption and shall be published in a newspaper of general circulation as required by law.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Desert Recreation District held this 12th day of April 2023 by the following vote:


**AYES:** Acosta, McGalliard, Gutierrez and Espinoza

**NOES:** None

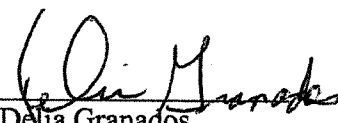
**ABSTAIN:** None

**ABSENT:** Gonzalez

Desert Recreation District

  
\_\_\_\_\_  
Laura McGalliard, President

**ATTEST:**

  
\_\_\_\_\_  
Delia Granados  
Board Secretary

