

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

WEDNESDAY, JANUARY 21, 2025, 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/86929730824>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 869 2973 0824 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 December 10, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-5)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

There are none.

4.3 Amendments to the Administrative Services Manager Job Description (Pages 6-9)

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Administrative Services Manager position?

4.4 Use of Artificial Intelligence (AI) Policy (Pages 10-17)

Shall the Auburn Area Recreation and Park District (ARD) create a policy addressing how artificial intelligence (AI) is used at the District?

4.5 Shockley Property Dispossession (Pages 18-19)

Shall the Auburn Area Recreation and Park District (ARD) begin the process of giving the Shockley property to another agency that could develop it as a park? Director Ainsleigh requested that this item be considered.

Discussion items:

1. Review of ARD's Adopt-A-Park Program (Pages 20-26)
2. Creation of a Volunteer of the Year Award (Page 27)

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:

Jan 16, 2026
Date

11:30 AM
Time

Carly Sanford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, December 10, 2025 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.

Kurt Bertilson, Meadow Vista resident, would like at the next week's Board of Directors meeting that the Park Partners be recognized for all their hard work at the Meadow Vista Park. He also suggested that the Auburn Area Recreation and Park District set up a "Volunteer Recognition" at each Board of Directors meeting going forward.

4.0 BUSINESS

4.1 Approval of Minutes from the November, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Policy Committee reviewed and approved the minutes from November 10, 2025, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

The legal bill was approved.

4.3 Proposed Changes to the Youth Assistance Fund/Creation of a Community Assistance Fund

The Policy Committee sent a split recommendation to the Board.

Director Ainsleigh recommends making the following changes to the Youth Assistance Scholarship Fund:

All donations will be put in a single account wherein District applicants may receive up to \$300 per activity per child and Out-of-District applicants may receive up to 70% of aid. Requests for aid will be awarded based on the availability of funds. The maximum use for the scholarship is up to six scholarships per child, per year (twice per child per activity guide).

Director Ainsleigh also recommends changing the name on the new fund to the "Community Recreation Assistance Fund"

Director Holbrook recommends making the following changes to the Youth Assistance Scholarship Fund:

All donations will be put in a single account wherein District applicants may receive up to \$300 per child, per Activity Guide and Out-of-District applicants may receive up to 70% of aid. Requests for aid will be awarded based on the availability of funds.

4.4 Annual Investment Policy and Authority for Investment

The Policy Committee reviewed the Annual Investment Policy and Authority for Investment for a one-year period and sent a positive recommendation to the Board of Directors for review and approval.

4.5 Use of Artificial Intelligence (AI) Policy

The Policy Committee forwarded the proposed new AI policy to the Board of Directors with a positive recommendation, and further recommended that the item be placed on the Consent Calendar.

4.6 Memorial for Jim Ferris

The Policy Committee forwarded this item to the Board of Directors with a positive recommendation.

Discussion items:

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 1:13 PM.

Cathy Winford
Board Secretary

Dec. 19, 2025
Date

4.3 Cover sheet – Amendments to the Administrative Services Manager Job Description

Auburn Area Recreation and Park District Policy Committee meeting January, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Administrative Services Manager position?

Background

ARD staff would like to make some modifications to the existing Administrative Services Manager job description. These modifications will allow for a more up-to-date description of the duties for that position.

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

Recommendation for the Policy Committee

Review and send a positive recommendation to approve the amendments to the Administrative Services Manager job description and further recommend sending this item to the Consent Calendar.

Fiscal Impact

N/A

Attachments

Administrative Services Manager job description (proposed amendments highlighted)



ADMINISTRATIVE SERVICES MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Administrative Services Manager is responsible for the financial affairs of the District, including accounting, fiscal control, insurance, payroll and employee benefits, taxes, assists in the preparation of the District budget for Board presentation and related administrative activities. The Administrative Services Manager acts as the Deputy District Administrator in the absence of the District Administrator or as otherwise directed. The Manager performs statistical record-keeping assignments and serves as technical advisor to District management on general administrative, fiscal and personnel issues and related policies and procedures. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

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

- Manage the District finances within various funds, carrying out all revenue and expense transactions, adjusting entries, bank and county ARMS report reconciliations, and periodic internal and public reporting in compliance with applicable District policies, State and Federal laws
- Coordinate the annual preparation of the budget and budget reports, monitor expenditures to ensure adherence to budgeted amounts; conduct budgetary analysis; provide cash flow projections to provide guidance in budgetary planning
- Provide assistance and coordination of annual District fiscal audit
- Prepare financial, statistical and analytical studies and manuals, and present a variety of oral and written reports
- Assist with development and adherence of District Policies and Procedures, oversee and maintain leases, contracts and warranties
- Manage the Districts' fixed asset record-keeping and coordinate the preparation of a fixed asset report
- Attend committee and Board of Directors' meetings and provide technical information as necessary
- Supervise accounting and human resources, including recruiting, interviewing, hiring recommendations, training, assigning, planning, reviewing assignments, maintaining standards, conducting performance reviews and disciplinary proceedings, including recommending release from employment
- Review and approve department time on the time clock system; ensure that all entries are correct
- Review accounts payable and District payroll for accuracy and completion prior to execution of checks by District Administrator or designee
- Manage the District's insurance programs, including analyzing and renewing insurance benefits annually
- Manage District's retirement programs, including maintaining proper participation in CalPERS and processing final distribution requests for ~~terminated Money Purchase Pension Plans~~ retired or deceased CalPERS members and/or families
- Responsible for computer network system security and purchasing computer information system software and hardware upgrades and maintenance contracts. Liaison to employees and contracted computers consultants for troubleshooting computer and network related issues
- Prepare written grant applications and park dedication fees proposals to obtain project funding approval. Apply for funding reimbursement upon completion and acceptance of projects by Board of Directors and as required by grant or project policies
- Liaison to District counsel, District auditor and union representative as required. Represent District during union negotiations to provide technical information as necessary.



- Conduct or assist with conducting employee investigations, providing reports and recommendations to the District Administrator.
- Ensure completion of paperwork by all new departmental hires
- Serve as Custodian of Records regarding Department of Justice records
- Maintain a variety of confidential records and files
- Answers telephone and responds to questions from the public

NON-ESSENTIAL JOB FUNCTIONS:

- Participate in the Safety Committee and coordinate staff safety education
- Prepare and delivers departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to public agencies and parks and recreation specifically; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance based programs, preferably on PC based systems; have knowledge of the following: theories, principals and practices common to the laws, rules and regulations governing the maintenance of accounting and fiscal records for a public agency; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES:

Education: Degree from an accredited four-year college or university with a degree in accounting, business administration, public administration or a closely related field.

Experience: Minimum of **two five** years increasingly responsible administrative and fiscal experience, including the maintenance of accounting and fiscal records, preferably with a public agency.

Or any combination of education and administrative and fiscal experience to meet qualification.

LICENSES AND CERTIFICATES:

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. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents, inspecting projects and facilities and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 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. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around



maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-Time, salaried exempt non-union position.

Wage rate range

\$51.18 - \$65.02

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

4.4 Cover sheet – Use of Artificial Intelligence (AI) Policy

Auburn Area Recreation and Park District (ARD) Program, Policy, Fee and Legal Review Committee December, 2025; Board of Directors meeting December, 2025; Policy Committee meeting, January, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create a policy addressing how artificial intelligence (AI) is used at the District?

Background

The creation of an AI policy is important as ARD steers through this rapidly evolving feature in our professional and personal lives. Per Google AI:

“An organization should create an AI policy to mitigate significant legal, financial, and reputational risks, while simultaneously establishing a framework to maximize AI's benefits such as increased efficiency and innovation. The policy provides essential guardrails for employees, ensuring responsible and ethical use of the technology.”

ARD staff and Board recently attended a meeting where the Placer County Water Agency (PCWA) presented their new AI Policy, why they adopted it, and how they use it.

The ARD Board reviewed the proposed policy at the December, 2025 Board meeting. Questions were raised at the Board level about the policy, and as such, the policy was sent back to the Policy Committee for further review.

Recommendation for the Policy Committee

Review the information shared and send a recommendation to the Board.

Staff prefers the AI generated revision.

Alternatives available

- 1) Make changes to the previously proposed policy and send to the Board.
- 2) Do not create/adopt an AI policy.

Fiscal Impact

N/A

Attachments

Proposed Artificial Intelligence (AI) policy
AI generated revision to the ARD draft AI policy
Email from Director Lynch

Proposed addition to the ARD Personnel Policy Manual

Mike Lynch comments in Red and brackets

4.2 Use of Electronic Media

E. Artificial Intelligence (AI) Usage Policy

The purpose of this policy is to establish clear guidelines for the responsible, ethical, and secure use of AI technologies across the District. By leveraging AI tools, the District aims to enhance operational efficiency, improve programming, projects and events, and support informed decision-making, while safeguarding against potential risks such as bias, misinformation, and privacy breaches. This policy applies to all employees, contractors, and third-party contractors/vendors using AI technologies on behalf of the District. It encompasses all AI tools, including generative AI, machine learning systems, and predictive analytics platforms, whether deployed internally or accessed through third-party services. [How will this be accomplished? Will ARD make it mandatory that all employees, contractors and third-party contractors/vendors be required to certify that they have read, understood and will comply with the AI policy? Who at ARD determines “responsible, ethical and secure use of AI”? Will all written and electronic ARD work products carry a notice of how if any AI technologies were used in the document or work product? Will contractors and vendors comply with this and will they be unable to do work for ARD if they do not?]

1. Principles for AI Use

AI tools must be utilized in a manner that aligns with District values and complies with applicable laws and regulations. The following principles apply: [What District values are we referring to? Can any applicable laws and regulations be specified or linked?]

- a. Ethical Use: AI systems ~~may must~~ be used to enhance equity, efficiency, and innovation and must avoid while avoiding any malicious or harmful applications. [Who reviews and verifies any “malicious or harmful applications”?]
- b. Human Oversight: All decisions significantly impacting individuals’ rights or access to services must include meaningful human oversight. [How will this be oversight be accomplished? Will all “individuals’ rights and access to services” products be reviewed by supervisors or another meaningful human?]
- c. Transparency: The use of AI tools should be disclosed to stakeholders. [How will this be disclosed to stakeholders be accomplished? Will there be a general statement to all stakeholders, on all work products, something like that “AI was used (specifying how) in producing this document?]

- d. Accountability: Employees are responsible for verifying the accuracy, compliance, and appropriateness of AI-generated outputs. [How will this be accomplished? Will employees verify on all their work products for the “accuracy, compliance, and appropriateness of AI generated outputs” of the AI use? Will ARD supervisors review all employee outputs to insure that they comply with the AI policy?]

2. Data Privacy and Security

- a. Prohibited Data: Do not input personally identifiable information (PII), protected health information (PHI), or any sensitive or confidential data into AI systems. [An example of sensitive information would be?]
- b. Compliance: Adhere to data privacy regulations related to the District when using AI technologies. [What is an example of this?]
- c. Public Records: Treat AI prompts and outputs as potentially subject to public records requests. [Will all ARD documents have a disclaimer that any use of AI must be identified and that they are potentially subject to public records requests?]

3. Prohibited Uses

The following activities are explicitly prohibited:

- a. Using AI for real-time or covert biometric identification without consent. [What is this? Give an example?]
- b. Automated decision-making without human review when it significantly affects individuals' rights or access. [What is an example of “Automated decisions making without human review”?]
- c. Generating content that perpetuates bias, discrimination, or misinformation.
- d. Entering confidential or sensitive organizational data into AI platforms without prior approval. [Prior approval of a supervisor?]

4. Responsibilities

- a. Employees: Ensure responsible use of AI, including verifying content accuracy, avoiding bias, and reporting issues. [How will employees be instructed/trained to carry out this responsibility?]
- b. Supervisors: Provide training on AI tools and monitor compliance with this policy. [When and who will provide this training?]

- c. Third-Party Contractors/Vendors: Must adhere to contractual obligations ensuring ethical AI use and data security. [How will this work? Will ARD develop a instructional document for third-party contractors/vendors explaining how they must comply with this provision?]

AI generated (Word) revision of the ARD draft AI policy

Proposed ~~addition~~ Addition to the ARD Personnel Policy Manual

4.2 —Use of Electronic Media

E. —Artificial Intelligence (AI) Usage Policy

The purpose of this policy is to establish clear guidelines for the responsible, ethical, and secure use of artificial intelligence (AI) technologies across the District. ~~By leveraging~~ The District seeks to leverage AI tools, ~~the District aims~~ to enhance operational efficiency, improve programming, projects, and events, and support informed decision-making, ~~while~~. At the same time, the District is committed to safeguarding against potential risks such as bias, misinformation, and privacy breaches. This policy applies to all employees, contractors, and third-party ~~contractors/~~vendors ~~using~~ who use AI technologies on behalf of the District. It encompasses all AI tools, including generative AI, machine learning systems, and predictive analytics platforms, whether these are deployed internally or accessed through third-party services.

1. Principles for AI Use

All AI tools must be ~~utilized~~ used in ~~a manner that aligns~~ alignment with District values and ~~complies in compliance~~ with applicable laws and regulations. The following principles ~~apply~~ guide the use of AI within the District:

- a. Ethical Use: AI systems ~~must are to~~ be used to ~~enhance~~ promote equity, efficiency, and innovation ~~while avoiding~~. They must not be employed for any malicious or harmful ~~applications~~ purposes.
- b. Human Oversight: ~~All~~ Any decisions made by AI that significantly ~~impacting~~ individuals' ~~affect individuals'~~ rights or access to services must ~~include~~ be subject to meaningful human oversight.

e.● Transparency: The use of AI tools should be disclosed to all relevant stakeholders. to ensure openness and understanding.

d.● Accountability: ~~Employees are responsible for verifying the accuracy, compliance, and appropriateness of AI~~ all outputs generated ~~outputs by AI systems.~~

2. ~~Date~~Data Privacy and Security

a.● Prohibited Data: ~~Do~~Employees must not input personally identifiable information (PII), protected health information (PHI), or any other sensitive or confidential data into AI systems.

b.● Compliance: ~~Adhere~~All use of AI technologies must adhere to data privacy regulations related that apply to the District ~~when using AI technologies.~~

e.● Public Records: ~~Treat~~ AI prompts and outputs should be treated as potentially subject to public records requests. ~~_____~~ and managed accordingly.

3. Prohibited Uses

The following ~~activities~~uses of AI are ~~explicitly~~strictly prohibited:

a.● Using AI for real-time or covert biometric identification without obtaining proper consent.

b.● ~~Automated decision making~~Making automated decisions without human review when its such decisions significantly ~~affects individuals'~~impact individuals' rights or access to services.

e.● Generating content that perpetuates bias, discrimination, or misinformation.

d.● Entering confidential or sensitive organizational data into AI platforms without prior approval.

4. Responsibilities

a.● Employees: ~~Ensure~~All employees are responsible for ensuring the responsible use of AI, ~~including~~ verifying ~~content~~the accuracy of AI-generated content, avoiding bias, and reporting any issues or concerns related to AI use.

- b. ● Supervisors: ~~Provide~~Supervisors are responsible for providing appropriate training on AI tools and ~~moniter~~monitoring compliance with this policy.
- e. ● Third-Party Contractors/Vendors: ~~Must~~All third-party contractors and vendors must adhere to contractual obligations ~~ensuringthat ensure~~ ethical AI-use ~~of AI~~ and ~~the~~ protection of data security.

Kahl Muscott

From: Mike Lynch <mike.lynch.ard@gmail.com>
Sent: Monday, January 12, 2026 2:53 PM
To: Kahl Muscott
Subject: External-Lynch comments: AI Policy December 2025
Attachments: ARD AI policy.- Lynch comments.pdf; AI version of ARD AI policy..pdf

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Kahl,

First, my general comments on the proposed AI policy:

If we are not required to have such an AI policy, and there is no known downside to not having it, and apparently we do not plan to implement it in any specific way, then why have it?

Does adoption of the AI policy open ARD up to more liability than having no policy, as we could be liable for any transgressions of the policy, which has numerous provisions and requirements.

I have attached my specific comments on the proposed policy.

Also, I thought it would be interesting to see how Word AI would rewrite the policy and this AI generated document (in red track changes) is attached. Crazy as it might seem, in several areas, it looks like AI wrote a better version of some of the language in the proposed policy.

Please place this email and attached documents in the Policy Committee packet.

I hope to be at the Policy Committee meeting to discuss my comments.

Mike

Mike Lynch

Member - ARD Board of Directors

530-613-4732

4.5 Cover sheet – Shockley Property Dispossession

ARD Policy Committee meeting, January, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) begin the process of giving the Shockley property to another agency that could develop it as a park? Director Ainsleigh requested that this item be considered.

Background

In May of 2007, ARD was notified of a donation of 28 acres +/- of land off of Shockley Rd. (nearest cross street is Auburn Ravine Rd.). This donation came from the William B. Shockley and Emmy L. Shockley trust. With this donation came \$50,000 to be used to establish and maintain the gifted real property, for use as a park to be named the “Nobel Laureate William B. Shockley and his wife Emmy L. Shockley Memorial Park”. The ARD Board of Directors accepted the property in March of 2009.

In September of 2009, the ARD Board of Directors, in response to news articles and concern from local, regional and national individuals and organizations, approved the following statement:

“As a point of clarification, the Auburn Area Recreation and Parks District (ARD) currently has no intention, either now or in the near future, of erecting any kind of signage or other physical identification naming the recently acquired 28 acres on Shockley Avenue. Also, the District currently has no intention of improving the property for public use in the near future. Questions regarding this subject should be directed to the District Administrator for ARD.”

ARD has not made any improvements to the property since its donation. The \$50,000 that came with the donation has been completely spent in an effort to maintain the property, mainly for fuel load reduction. The existing trails on the property are currently used by the residents in the local neighborhood.

Director Ainsleigh is suggesting that the property be given to an agency such as Placer County Parks or the Placer Land Trust, with the intention that it become a public park.

Recommendation for the Policy Committee

Review and send a recommendation to the Board to direct staff to start the investigation of how to give the Shockley property to an agency that could turn it into a park. Staff feels that the best way forward for this process is investigate giving the land to an organization such as Placer County Parks or the Placer Land Trust (assuming they would accept it; neither agency has been contacted about this).

Staff cautions that the process of dispossessing of the Shockley Property could be very complicated and will involve spending time and money with ARD's attorneys.

Fiscal Impact

Unknown, but there will be attorney time involved. The Board should figure on at least \$5,000 - \$10,000 to at least begin the process.

Attachments

None

Discussion Item #1: Cover Sheet: Review of ARD's Adopt-A-Park Program

**Auburn Area Recreation and Park District (ARD) Policy Committee meeting March, 2025;
January, 2026**

The Issue:

A review of ARD's Adopt a Park Program.

Background:

ARD currently has an Adopt-a-Park program. Information about this program is attached. Recently, the Meadow Vista Park Partners have greatly stepped up and made significant improvements to Meadow Vista Park.

Other groups do perform semi-regular volunteer work in the parks, including but not limited to the Rotary Club of Auburn, Lyons Real Estate and the local Rotoract Club.

Recommendation for the Policy Committee:

Review the current Adopt-a-Park information.

New signs with updated phone numbers and a QR code will be installed to help promote the program.

Fiscal Impact:

Costs for the signs are nominal (\$50 per sign).

Attachments:

Adopt-A-Park program information

Auburn Area Recreation and Park District Adopt-A-Park Program Outline

The Adopt-A-Highway Program was initiated by Caltrans to assist the state in managing its vast highway system and to establish positive working relationships with local groups wishing to help out in the public sector. The Auburn Area Recreation and Park District's Adopt-A-Park Program is built on the same premise and will allow the District to supplement its current maintenance efforts.

Participation will be aimed at individual residents, local businesses and community groups. Some park sites are so large that several groups may co-sponsor a single park. Participation in the Adopt-A-Park program will require a two-year time commitment with workdays consisting of a minimum of hours established by ARD staff in relation to each individual park and or facility. Additional work days and hours may be permitted upon request from the volunteering group. Depending on the park that is chosen for sponsorship, the tasks will vary although typical projects may include removing litter, raking leaves, clearing weeds, sweeping curbs and walkways, planting and maintaining trees and other landscape, painting, removing graffiti, and washing tennis/pickleball courts. Each group will be required to submit a permit application (attached) and to designate one spokesperson to act as the group's representative and sole contact to the District. All workdays and projects will be scheduled and coordinated through the Facilities and Grounds Manager.

The District will provide the tools necessary for projects to be conducted and will lend the group the necessary safety gear. In addition, all participants will be required to sign in and out every volunteer day.

The District will place a recognition sign on the group's adopted park. For parks that are sponsored by more than one group, a recognition sign will include all names of the organizations responsible for the sponsorship of the park. The decision to place signs, their size, content and location are the sole discretion of the Auburn Area Recreation and Park District. Adopters may provide customized recognition panels, subject to the District's approval.

Contributions will be further recognized in press releases from the Auburn Area Recreation and Park District and a certificate of appreciation will be awarded when the group's project is complete. Recognition will also be given in the District's activity guide and on the District's social media accounts.

Auburn Area Recreation and Park District's Adopt-A-Park Program

Adopt-A-Park is a fun, educational and worthwhile program that will provide your company or organization prominent recognition throughout the community while saving taxpayer dollars. You can assist in the enhancement and beautification of a local park with the cooperation of Auburn Area Recreation and Park District. This is a great way to promote civic responsibility, community pride and camaraderie among your organization.

Who Can Participate?

Individuals

Community Groups

Organizations

Businesses

What Does Participation Involve?

Depending on the park that is chosen for sponsorship, the tasks will vary. A list of specific tasks to be performed at each park can be obtained from the Adopt-A-Park Coordinator. Typical tasks may include:

- | | | |
|------------------------------------|---------------------|------------------------------|
| - removing litter | - raking leaves | - clearing weeds |
| - sweeping curbs | - painting | - planting/maintaining trees |
| - washing tennis/pickleball courts | - removing graffiti | |

Parks that are available for adoption are Recreation Park, Ashford Park, Atwood Park, Regional Park, Christian Valley Park, Meadow Vista Park, Placer Hills Park, Railhead Park, Overlook Park and other District owned property. Some of the larger parks may require a co-sponsorship due to the frequency of work days required. Further information on co-sponsorship parks can be provided by the Adopt-A-Park Coordinator.

What Commitment Is Required?

A two-year time commitment is required with workdays consisting of a minimum of hours established by ARD staff in relation to each individual park and or facility. Each organization must complete an Adopt-A-park Permit Application and assign one contact person to represent the group.

Safety

The program depends on the common sense and responsibility of individual participants. Participants must realize they are working in a potentially hazardous environment and diligently follow all safety requirements. The group's representative should review all safety requirements with the group at the start of each scheduled workday. Participants are expected to use the safety gear provided by Auburn Area Recreation and Park District and should wear long pants and sturdy shoes or boots when conducting work. Participants hold the District harmless for death, injury or property damage, which might have been prevented by their action.

Our Commitment

The Auburn Area Recreation & Park District will:

- lend your group safety gear
- provide free trash bags for litter removal
- provide the necessary tools for projects to be conducted
- issue the permit at no charge
- pay for and install a recognition sign(s)
- assist your group with planting plans and technical help
- do not require insurance for volunteer participants

Recognition

The Auburn Area Recreation and Park District will place a recognition sign on your adopted park. For parks that are sponsored by more than one group, a recognition sign will include all the names of the organizations responsible for sponsorship of the park. The decision to place signs, their size, content and location are at the sole discretion of the Auburn Area Recreation and Park District. Please allow three months for sign placement. Adopters may also provide customized recognition panels, subject to Auburn Area Recreation & Park District approval.

Your contributions will also be recognized in press releases from Auburn Area Recreation and Park District and a certificate of appreciation will be awarded when your project is complete. Recognition will also be given in the Auburn Area Recreation & Park District Activity Guide and District social media accounts.

How to Get Started

Contact the Auburn Area Recreation and Park District at (530) 885-8461 ext. 102 for further information on the parks that are adoptable and the work to be performed at each site. Upon locating a park that you wish to adopt, designate one spokesperson to represent the group and then submit a permit application. Within three weeks of submitting your permit application, the Adopt-A-Park Coordinator will provide you with additional information and schedule your group's first workday.



Adopt – A – Park Permit Application

Organization/Individuals name: _____

Organization/Individual's address: _____

Organization/Individual's phone/e-mail: _____

Contact Person: _____ **Phone:** _____

E-Mail: _____

Park being adopted:

Proposed duties/tasks to include:

Note: The organization/individual may terminate this agreement after giving 10 days written notice. The

Auburn Recreation District reserves the right to terminate this agreement at any time.

All organizations and individuals must adhere to the Auburn Recreation District's safety guidelines and regulations as spelled out in the attached Adopt – A – Park documents and as directed by Auburn Recreation District staff.

Signature of Organization/Individual Contact:

_____ **Date:** _____

Please contact the District offices at (530) 885-8461 ext. 102 for instructions on how to return this application and to move forward in the process.

The Auburn Recreation District reserves the right to reject any application.

Screenshot of Volunteer/Adopt A Park info on the ARD webpage

Home » Information » Volunteering & Adopt A Park

Volunteering & Adopt A Park

Every year, hundreds of volunteers share their time and assist the Auburn Area Recreation and Park District (ARD) in its efforts to provide great programs, leagues, clean parks and safe facilities. We would love to count you or your organization as part of our needed volunteer troop. There are two ways to get involved:

VOLUNTEER FOR ARD

There are many ways that you can contribute to ARD's mission to enrich the lives, health and happiness of our citizens. Some examples include:

- Basic park/facility maintenance such as:
 - Raking leaves
 - Pulling weeds
 - Spreading mulch/playground chips
 - Painting
- Assisting at an ARD event
- Coaching an ARD youth sports team (background check required)
- Assisting in the office

If you are interested in volunteering, please call (530) 885-8461 ext. 102 and we can help direct you to the appropriate department.

ADOPTING A PARK

Through ARD's Adopt a Park Program, individuals, community groups and businesses can adopt a park. This is a great way to give back and get recognition for your organization.

To find out more about ARD's Adopt a Park program, please click in the links below to read about the programs, its requirements and to access an application.

[ADOPT A PARK - INFORMATION](#)

[ADOPT A PARK - APPLICATION](#)



ADOPT – A – PARK PROGRAM

Interested in making a difference in your local park? Consider joining the Adopt – A - Park program with the Auburn Area Recreation and Park District. Take pride, take action and volunteer!

Visit auburnrec.com, use the QR code or call (530) 537-2187



Discussion Item #2: Cover sheet – Creation of a Volunteer of the Year Award

**Auburn Area Recreation and Park District Board of Director's Meeting December, 2025;
Policy Committee meeting, January, 2026**

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create a Volunteer of the Year award?

Background

ARD currently has a Volunteer of the Month award, which is typically generated from Board or staff proposal. This award typically includes a presentation at a Board meeting, as well as a certificate and t-shirt.

It has been suggested that ARD should create a Volunteer of the Year award. Criteria and policies for this award should be created and approved by the Board.

Possible criteria for a Volunteer of the Year could include:

- The amount of hours volunteered the past year
- The size and scope projects that were completed
- The impact to the community for the work completed by the volunteer(s)
- Innovative solutions offered by volunteer(s) that provide long-term, sustained impact for ARD

Recommendation

Review and provide comment.

It should be noted that ARD currently has the "ARD Friend of Recreation Award", that has been awarded every year since 2009. The description of that award is as follows:

The Auburn Area Recreation and Park District Friend of Recreation award is given to the person, organization or group that has made a significant contribution to parks, recreation and active leisure in the Auburn area. This award is presented annually at the State of the Community Dinner.

Approximately half of the organizations/individuals that have been selected for this award were/are volunteers for ARD.

Fiscal Impact

N/A

Attachments

N/A