

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

WEDNESDAY, FEBRUARY 18, 2026, 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/81228094469>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 812 2809 4469 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 January 21, 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

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 5-8)

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

4.4 Proposed ARD Ordinance #1 Amendment: Restriction of e-bike use in parks (Pages 9-14)

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to ban certain types of e-bikes at parks and facilities?

Discussion items:

1. ARD's Adopt-A-Park Program Review

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:

Feb. 13, 2024
Date

12:30 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 21, 2026 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 and Director Holbrook were present. Director Holbrook arrived at 12:38 PM.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee as written.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

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

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

4.2 Approval of Legal Bills

There were no Legal Bills.

4.3 Amendments to the Administrative Services Manager Job Description

The Policy Committee reviewed and approved the Amendments to the Administrative Services Manager Job Description and sent this item to Consent Items for the Board of Directors to review and approve.

4.4 Use of Artificial Intelligence (AI) Policy

The Policy Committee reviewed the Use of Artificial Intelligence (AI) Policy and would like the District Administrator, Kahl Muscott, to have our Legal Counsel review the policy to see if it is needed. If ARD has not heard back from the Legal Counsel by Friday, the Policy Committee would like to send this item to the Board of Directors for review and comment.

4.5 Shockley Property Dispossession

The Policy Committee would like the District Administrator, Kahl Muscott, to check with both Placer Land Trust and Placer County to see if there is any interest in the Shockley Property

Discussion items:

1. Review of ARD's Adopt-A-Park Program – this item was discussed and sent to the Board of Directors for review.
2. Creation of a Volunteer of the Year Award – this item was discussed.

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 1:09 PM.

Cathy Warford
Board Secretary

Jan 27, 2026
Date

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

Auburn Area Recreation and Park District Policy Committee meeting January, 2026; Board of Directors meeting January, 2026; Policy Committee meeting, February, 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, including changes suggested at the January, 2026 Board Meeting.

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
- When acting in the role of Deputy District Administrator, has general supervision of all personnel needed for the successful operation of the District; advises, directs, supervises, and gives general direction to department managers, department staff and instructs supervisory staff in policies and procedures
- 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, **wind**, 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 – Proposed ARD Ordinance #1 Amendment: Restriction of e-bike use in parks

Auburn Area Recreation and Park District (ARD) Policy Committee meeting February, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to ban certain types of e-bikes at parks and facilities?

Background

E-Bikes have taken off in popularity and are commonly seen at ARD parks and facilities. Recently, staff has received comments from concerned park users about e-bikes speeding and riding recklessly on ARD pathways. Staff has done some research into this issue and found that other agencies are dealing with the same problems. Some agencies have placed restrictions on which type of e-bikes can be used in parks.

Should the Board move forward with amending ARD Ordinance #1 regarding e-bike use, staff is also recommending adding language about e-bikes at the Auburn Bike Park. Proposed changes to ARD Ordinance #1 are attached.

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.

Recommendation for the Policy Committee

Review, discuss and forward to the Board for a first reading.

As with any ordinance and policy, enforcement (or the lack thereof) is the biggest question.

One suggestion is consider adding a center line to ARD walking pathways, designating a walking side and a riding side. There would be costs involved with this (unknown at this time).

Fiscal Impact

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

New signage would cost approximately \$300 - \$400.

Attachments

Proposed amendment to ARD Ordinance #1 regarding e-bikes
Information on e-bikes in California
Ordinance Adoption codes and procedures

Excerpts from the current ARD Ordinance #1

H. Public use roads. The provisions of the California Vehicle Code shall be applicable in all parks upon any roadway, avenue or place which is publicly maintained and open to the use of the public for vehicular travel. Violations shall be enforced and prosecuted in accordance with the provisions thereof. Appropriate signs shall be posted advising of any additional vehicular travel restrictions in force and shall be enforced in accordance with governing law.

I. Non-public roads. No person shall drive or otherwise operate a vehicle in a park upon any surface other than those maintained and open to the public for purposes of vehicular travel. This provision does not apply to any wheelchair or electrically-driven vehicle, other than automobiles carrying a physically incapacitated person, or to vehicular use specifically authorized by a Special Use Permit.

J. Skateboards, skates and in-line skates. No person shall use a skateboard, skates or in-line skates in any park in an unsafe or hazardous manner so as to endanger the person, or others or in an area specifically prohibiting same. Any person using a skateboard, skates or inline skates in the park or in a skateboard facility must wear a helmet, elbow pads, and knee pads, and any person failing to do so will be subject to citation.

K. Bicycles. No person shall ride a bicycle within a park except in areas authorized for vehicular travel, or at a place especially authorized and provided for bicycle riding. While elsewhere within a park, bicycles shall be dismounted and pushed when moving from place to place or ridden at a jogging pace on pedestrian pathways when such use does not interfere with pedestrian use or annoy or startle pedestrians of reasonable sensitivity.

Proposed new language

K. Bicycle and Electric Bicycle Use. Bicycles and electric bicycles (Class 1 and 2) are permitted on all park walking and multi-use paths and shall be operated in a safe and courteous manner that yields to pedestrians at all times. Riders must reduce speed to match pedestrian conditions when approaching and passing. Electric bicycles are limited to Class 1 and Class 2 e-bikes as defined by California law, while Class 3 e-bikes are prohibited unless expressly authorized by posted signage. All riders shall travel at a reasonable speed appropriate to conditions, and no person shall operate a bicycle or e-bike in a manner that alarms, endangers, or interferes with other park users. All riders under the age of 18 must wear a helmet at all times while riding bicycles and electric bicycles. Motorized vehicles, electric motorcycles, mopeds, gas-powered devices, Class 3 e-bikes and any bicycle or e-bike modified to exceed lawful speed or power limits are prohibited on park paths.

1. Electric Bicycle Use at the Auburn Bike Park. Use of electric bicycles at the Auburn Bike Park is limited exclusively to Class 1 electric bicycles as defined by California law. Class 2 and Class 3 electric bicycles are prohibited at the Auburn Bike Park regardless of rider age. Helmets are required by all riders, regardless of age. Electric motorcycles, motor-driven cycles, mopeds, and gas-powered devices are prohibited.

Motorized one-wheel devices and remote controlled cars are prohibited. Any bicycle or electric bicycle that has been modified to increase speed, power, or throttle capability beyond Class 1 specifications is prohibited. All permitted users shall operate devices in a manner consistent with posted rules and the intended skill-based, non-motorized character of the Bike Park.



CALIFORNIA'S NEW E-BIKE LAW: GUIDANCE FOR AGENCIES

Q&A / ELECTRIC BICYCLE

» WHAT'S AN E-BIKE?

An electric bike (e-bike) boosts a cyclist's human power with electric power thanks to the help of an electric motor. Some do this using pedals only ("pedal-assist"), while some are equipped with hand throttles. They come in as many shapes, sizes, and types as regular bikes, with the motor ceasing to provide power at 20 or 28 mph.

» WHAT'S THE NEW E-BIKE LAW?

The California e-bike law defines an e-bike as a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts, specifies three types of e-bikes (see below), and establishes how and where to legally ride them in California.

» HOW DOES THE NEW E-BIKE LAW (AB1096) CHANGE HOW E-BIKES ARE REGULATED?

Before 2016, in California, e-bikes were regulated like mopeds and only had access to public streets and roads. E-bikes are much closer in performance and usage to bicycles, so the new e-bike law grants riders access to other California bikeways (see page 2).

» WILL ALL E-BIKES BE REGULATED IN THE SAME WAY?

No. The California e-bike law defines three types of electric bicycles based on speed and power control.

- » **TYPE 1** Bikes with a top assisted speed of 20 mph that must be pedaled to operate.
- » **TYPE 2** Bikes with a top assisted speed of 20 mph that can be operated without pedaling by using a handlebar-mounted throttle.
- » **TYPE 3** Bikes with a top assisted speed of 28 mph that must be pedaled to operate.

Because of their speed and power control differences, their access to bike infrastructure is also different. The table on page 2 demonstrates where each type of e-bike can be ridden and other user requirements.

» HOW CAN LAW ENFORCEMENT TELL THE DIFFERENCE BETWEEN DIFFERENT TYPES OF E-BIKES?

Starting January 1, 2017, AB 1096 requires that all e-bike manufacturers apply a label to each e-bike being distributed in California that specifies its type and wattage. This helps law enforcement agencies determine if an e-bike has access to a particular bikeway. Each manufacturer may have slightly different labels.



» DO THE SAME BICYCLE "RULES OF THE ROAD" APPLY TO E-BIKE RIDERS?

Yes. E-bike riders are subject to the same rules and legal requirements that apply to people riding traditional bicycles when it comes to speed, proper passing, following local traffic laws, obeying posted speed limits, and other state and local ordinances. Motorists are required to give electric bicycles at least three feet of clearance when passing. All bicycle and electric bicycle riders 17 and under in California must wear a helmet. Like bicyclists, e-bike riders don't require a license, and their e-bikes don't need to be registered.



CALIFORNIA'S NEW E-BIKE LAW: GUIDANCE FOR AGENCIES

» ARE THERE ANY ADDITIONAL SAFETY CONCERNs WITH THE NEW E-BIKE LAW?

Since **Type 1** and **2 e-bikes** performance and usage are very similar to bicycles, they pose similar safety concerns. **Type 3 e-bikes** may pose additional safety concerns, particularly if used in an inappropriate street or trail environment. For this reason, **Type 3 e-bikes** are restricted from Class 1 and 4 bikeways. Under this new law, local authorities and public agencies with jurisdiction over bicycle paths or trails may also prohibit the operation of any type of electric bicycle on a particular path or trail.

» WHAT SPECIFIC REGULATIONS APPLY TO TYPE 3 ELECTRIC BICYCLES?

Type 3 e-bikes are prohibited on Class I and IV bikeways, unless it is within or adjacent to a roadway, or unless the local authority or the governing body of a public agency having jurisdiction over such path or trail permits such operation.

The e-bike type model allows local level agencies, by local ordinance, to permit e-bikes on paths or bikeways where they are traditionally not allowed, in the event that the alternative route is considered hazardous. This is a local jurisdictional decision. Anyone

operating, riding as a passenger on, in a restraining seat attached to, or in a trailer towed by a Type 3 electric bicycle must be at least 16 years of age and must wear a properly fitted bicycle helmet.

» For more information visit:

<http://www.peopleforbikes.org/pages/e-bikes>.



VEHICLE TYPE	VEHICLE		USER			BIKeway ACCESS					
	PEDAL OPERATED	MAXIMUM MOTOR-ASSISTED SPEED (MPH)	MINIMUM AGE (YEARS)	DRIVER'S LICENSE	LICENSE PLATE	HELMET	CLASS I BIKE PATH	CLASS II BIKE LANE	CLASS III BIKE ROUTE	CLASS IV PROTECTED LANE	
BICYCLE		YES	N/A	N/A	NO	NO	17 AND UNDER	YES	YES	YES	YES
TYPE 1 E-BIKE		YES	20	N/A	NO	NO	17 AND UNDER	YES	YES	YES	YES
TYPE 2 E-BIKE		NO	20	N/A	NO	NO	17 AND UNDER	YES	YES	YES	YES
TYPE 3 E-BIKE		YES	28	16	NO	NO	YES	NO	YES	YES	NO
MOPED		NO	N/A	16	YES	YES	YES	NO	YES	YES	NO

