

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

WEDNESDAY, MARCH 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/89114961731>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 891 1496 1731 participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities, and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Ainsleigh _____ Holbrook _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

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

4.0 BUSINESS

4.1 Approval of Minutes from the February 18, 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 Renaming Recreation Field after Carl Swain (Pages 5-16)

Shall the Auburn Area Recreation and Park District (ARD) consider naming Recreation Field after long-time Auburn Little League coach and supporter Carl Swain?

4.4 FIRST READING - Proposed ARD Ordinance #1 Amendment: Use of bikes, e-bikes, scooters, and other wheeled recreational devices in ARD parks (Pages 17-26)

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to better define the use of bikes, e-bikes, scooters and other wheeled recreational devices in ARD parks? Will this amendment assist with liability insurance?

4.5 Project Contingencies (Pages 27-28)

Shall the Auburn Area Recreation and Park District (ARD) consider amending its policy regarding project contingency?

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:

March 12, 2026
Date

11:00 AM
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, February 18, 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 12:32 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.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the January, 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Policy Committee reviewed and approved the minutes from January 21, 2026, 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 the Amendments to the Administrative Services Manager Job Description. There was a split decision.

Director Holbrook recommends approving the Administrative Services Manager Job Description as amended.

Director Ainsleigh recommends adding the following amendments (red font) to the Administrative Services Manager Job Description:

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.

Must have taken, or be taking, 8 semester credit or 12 quarterly credit classes in personnel management at an accredited college or university, or comparable professional education program.

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~~ **35** 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-rain,~~ **wind,** ~~hot heat to 112°F and cold,~~ **traction-impaired wet and frosty surfaces to 20°F** 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. **Must be willing to wear appropriate eye and ear protection.**

4.4 Proposed ARD Ordinance #1 Amendment: Restriction of e-bike use in parks

The Policy Committee reviewed the Proposed ARD Ordinance #1 Amendment: Restriction of e-bike use in parks and forwarded this item to the Board of Directors.

Discussion items:

Review of ARD’s Adopt-A-Park Program – 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 1:00 PM.

Cathy Warford
Board Secretary

Feb 25, 2026
Date

4.3 Cover sheet – Renaming Recreation Field after Carl Swain

Auburn Area Recreation and Park District Policy Committee March, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) consider naming Recreation Field after long-time Auburn Little League coach and supporter Carl Swain?

Background

Recreation Field is the smallest of the three baseball fields at Recreation Park (123 Recreation Dr. Auburn). The primary user of this field is Auburn Little League.

Carl Swain has been coaching the youngest Auburn Little League players on Recreation Field for over 50 years. Carl's support and leadership have touched the lives of thousands of children that grew up in the Auburn area. Beginning in approximately 2022, a group of former players, parents and coaches began talking about renaming Recreation Field after Carl. That effort saw a surge of support starting in later 2025. ARD has received several emails of support for this proposal, including from Auburn Little League. A copy of those emails is attached.

ARD Policy on naming facilities and creating memorials is as follows:

XVI. Naming Public Facilities

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

A press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the District Administrator.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board would receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines.

Names must be in accordance to District policy as noted.

A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features.
2. Named after a significant individual(s).

B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed substantially and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings could be named after selected individuals in their honor as desired and appropriate.

D. Criteria for creating memorials in an individual's name:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed significantly and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
 1. The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the District Administrator regarding relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.

E. Criteria for Memorial Tree plantings

1. Memorial Trees may be planted in District Parks as approved by the District. A plaque no larger than 5" x 7" can be requested to be placed by the base of a memorial tree on a case-by-case basis. All costs for the tree planting, including a plaque, shall be the responsibility of the donor. Final decisions regarding the tree species, location and labor will be made by the District.

A press release announcing this proposed renaming was sent on March 4th to the Auburn Journal. An article ran shortly thereafter.

ARD posted information about the proposed renaming on its Facebook Page on March 5th.

Recommendation for the Policy Committee

Review and send a positive recommendation to the Board of Directors to rename Recreation Field after Carl Swain.

Fiscal Impact

Minimal to no fiscal impact

Attachments

Letter and emails supporting renaming Recreation Field after Carl Swain



Dear Mr. Muscott,

On behalf of Auburn Little League, I am writing to formally express our support for renaming Recreation Field in honor of Carl Swain in recognition of Carl's 50 years of service as a parent, coach and manager within Auburn Little League.

For five decades, Carl has been an active participant in our league and a steady, positive presence in the community. He has coached generations of players while consistently emphasizing fundamentals, sportsmanship and a love and respect for the game. Carl's impact transcends the box score. Many of the parents now cheering from the bleachers were once players in his dugout, and they are eager for their own children to learn the game under the same principles Carl instilled in them. His fifty-year tenure isn't just a measure of time; it is a testament to a legacy of mentorship that has shaped the character of countless Auburn citizens. He has always treated players, coaches, umpires and families with patience and integrity.

Beyond his tactical knowledge of the game, Carl has been a pillar of the 'Auburn Way'—demonstrating that winning is secondary to how one carries themselves on and off the diamond. Carl has personified the selfless volunteerism that allows leagues like ours to thrive.

Renaming Recreation Field in his honor would be a fitting recognition of the time, dedication, and commitment to Auburn and the Auburn Little League community. It would ensure that his decades of quiet, tireless dedication are remembered by every young athlete who steps onto the grass and would serve as a permanent reminder that the heart of baseball in Auburn isn't just found in the games played, but in the leaders who devote their lives to the youth of our community

Thank you for your consideration and the continued partnership with Auburn Little League and the families and community that we all support.

Warm regards,

Jamie Baldwin
President – Auburn Little League
presidentbaseball@auburnlittleleague.org

Dear Kahl and the ARD Board,

My name is Fernando Viña, and I'm writing to support renaming the baseball field in Auburn after Carl Bradford Swain and his incredible 50 years of coaching in Auburn Little League.

I was fortunate to play nearly 13 seasons in Major League Baseball where I was an All-Star and earned multiple Gold Glove awards. But before any of that, I was just a little kid on a local field with a dream. That's where it all starts. Carl has always understood that.

Yes, he teaches the fundamentals and mechanics of the game — but what really makes him special is the life lessons he teaches along the way. Work ethic. Resilience. How to handle failure. How to keep going.

Carl has been a mentor and a close friend of mine for many years. During my playing career, he would call me and remind me that if you want success, you're going to have to go through failure first. That stuck with me. It's a lesson that applies far beyond baseball, and it's something I've carried with me throughout my life.

Over 50 years, Carl hasn't just coached baseball. He's shaped young people. He's built confidence. He's helped kids believe in themselves. The impact he's had on this community is something you can't measure in wins and losses. Fields are where dreams begin - I know that firsthand. Renaming that field after Carl would be a meaningful way to honor someone who has given so much of his time, energy, and heart to the kids of Auburn.

I'm proud to call him my friend, and I can't think of anyone more deserving of that recognition.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Fernando Viña".

Fernando Viña

Emails supporting renaming Recreation Field after Carl Swain

My name is Andy Launier, and I had the privilege of playing for Coach Carl Swain in Auburn Little League. I'm writing in full support of the effort to rename the field in his honor.

Coach Swain was my first Little League coach, and that has always meant a lot to me. Some of the best years I've ever had in baseball were playing for him. He taught me the fundamentals of the game, but more importantly, he taught me that baseball is about having fun and playing for the love of it.

Over the years, I had the opportunity to continue my career and eventually play professional baseball. I was fortunate to be drafted and compete at the next level, but the foundation of my love for the game started on that field with Coach Swain. Not many coaches I had along the way were like him. He made it special. He created an environment where kids enjoyed coming to the ballpark, worked hard, and supported each other.

When I talk about my baseball journey, I'll always be proud to say that Coach Swain was my first coach. That means something to me. His impact goes far beyond wins and losses — it's about the memories, the confidence he built in young players, and the lifelong appreciation for the game he helped instill.

Renaming the field in his honor would be a meaningful and well-deserved tribute to someone who has given so much to generations of players in Auburn.

I'm grateful for the years I had playing for him and for everything he taught me.

Sincerely,

Andy Launier

Hi Kahl:

I have just become aware of the idea of renaming Rec Field after Carl Swain.

My family and I have lived in Auburn for forty years, and have participated in all kinds of ARD sports and activities, from youth basketball, soccer, swimming, adult coed softball and soccer, and of course Little League.

Carl has been The Ironman of Auburn Little League, coaching for a truly extraordinary fifty years. I coached with Carl for several years and had the opportunity to observe how he

interacted with kids and their families, how he understood and taught baseball skills, and how he demonstrated by example what good sportsmanship really means.

Carl is always positive, and teaches baseball (and coaching) skills with grace and good humor. He truly has been an exemplary role model for five decades of Auburn youth.

Honoring Carl by renaming Rec Field for him would be a wonderful and well deserved recognition of one of Auburn's finest. I endorse this idea completely and hope to be able to attend the dedication ceremony.

Sincerely,

Kent Jackson

Auburn, CA

Hello Kahl,

My name is Zack Hoyer and I am writing you to request that the ARD rename Recreation Field to Carl Swain Field.

Carl was my little league coach over 40 years ago. I've known him most of my life, and as you I'm sure know, he was a great coach and he is a great guy.

Carl always took the time to make sure every kid was having fun and learning the game. Whenever I saw him over the years, he was always quick to say hi. He'd always ask me how I was doing, we would talk about the Giants, and even if it had been years it felt like we had just talked the day before.

He's done so much for the town of Auburn, and the little league program. I can't think of anybody more deserving to have that field named after them.

Thank you for your time,

Zack Hoyer

Dear Director Muscott,

I am writing to express my strong support for renaming the recreation field in honor of Carl Swain. For 50 years, Carl has made an extraordinary impact on Auburn Little League and the countless families who have been part of the program. His dedication, leadership, and

commitment to the kids in our community have helped shape not only better ballplayers, but better young people.

I had the privilege of coaching my son, Kael Lumbert, alongside Carl, and it was an incredibly positive experience. Carl consistently demonstrated patience, integrity, and a genuine love for teaching the game. He created an environment where players felt encouraged, supported, and motivated to do their best. His influence extends far beyond the field and has left a lasting impression on so many families, including mine.

Renaming the field in his honor would be a fitting tribute to his decades of service and the meaningful difference he has made in Auburn. Thank you for your consideration.

Sincerely,

Andrew Lumbert

Hello Kahl,

The purpose of this message is to express my support for renaming Recreation Field to honor the 50 years of dedication of Coach Carl Swain. Coach Swain was my coach on Sierra Pipe back in 1983! I remember him fondly, and I remember the love for baseball that was shared with me and my teammates. The fact that he continued to coach and positively influence and teach our youth for another 5 decades is inspiring and deserves to be recognized.

My family has been in the Auburn area since 1975, and both my father and my older brother spent many years coaching Auburn Little League and Babe Ruth. We all understand the dedication and commitment it takes to continue coaching all those years. 50 years of commitment deserves the recognition of having Recreation Field renamed to Carl B. Swain Field!

If there are any questions I can answer or additional information I can provide, please don't hesitate to reach out.

Thanks so much for your support of this project!

Bryan Lichau, MBA, CPA

I'm writing to support the renaming of Recreation Field in honor of Carl Swain. 50 years of coaching Little League Baseball is an amazing accomplishment and worthy of this.

I write, too, as a friend of Carl, an outstanding citizen of the Auburn area. From 1990 to 2000 I was the pastor of Pioneer United Methodist Church where Carl and his family were active members. During that time I had the pleasure of being one of Carl's assistant coaches, and my son, Alex, was one of his players. I learned a good bit from him!

Thank you for considering this request.

Sincerely, Jeff Mohr, retired UMC Pastor Enon, Ohio

Dear Kahl,

I'm writing in support of giving a name to Rec Field at the rec park. Not just any name, but the name of the man who has coached more games there than anyone in its history.

Carl Swain.

I met Carl back in the 1990s when we coached basketball together in the ARD program, and when I was the President of Auburn Little League. It was a pleasure to have Carl on our roster of coaches. We relied on his wisdom on several occasions.

If members of the Rec District Board do not know Carl, they probably don't have kids who have played Little League ball there. But the other reason is more important: Carl is not an attention seeker, not a flamboyant guy who makes it all about him on the field. Carl always makes it about the kids and about family. And he didn't need the higher profile coaching positions, he preferred to teach fundamentals to the little ones who played at Rec Field.

With Carl, the scoreboard does not define success. His team have won more than their fair share of games over the years, but Carl is a coach who teaches not only the fundamentals of the sport, but the fundamentals of sportsmanship and fair play. His teams have fun, while taking pride in their improvement on the field. These are the kinds of kids who grow up to be assets in our community. Some of his players have been drafted by Major League Baseball.

Carl's parents love him because of his coaching philosophy. He has coached all levels and has won championships at every level. I've coached against Carl's teams and have coached with him. His players are always respectful and are having fun.

A lot of dads and moms come and go as coaches and league supporters. Carl has stayed for 50 years! And most of those years he has stayed with the little kids who play at Rec Field.

I've been in Auburn since 1966 and have played local sports as a youth and adult. I can't think of a better person to have a field named after him than Carl Swain. I hope the board will give this full consideration.

Respectfully,

Pete Dufour

Hello Kahl,

My name is Selena Owen. I previously emailed you regarding my son currently being coached by Carl Swain. I am also one of the facilitators for Prosper Placer, a program under the umbrella of Child Advocates of Placer County. I am attaching our Prosper Placer Team; Katja Pollman, Director Of Family Services, Frida Diaz, Program Supervisor and Flor Flores, Prosper Placer Facilitator.

I am writing this to enthusiastically support the proposed name change of Recreation field to Carl Swain. It would be fitting, a tribute and of great honor considering his near 50 year dedication to the Auburn little league. I can think of no one more deserving than Carl.

We have come to know Carl and his wife Barbie over 7 years now, dedicating countless hours to our Prosper Placer program, since the beginning. They have both played an invaluable role in changing the lives of families, supporting and encouraging each one, including tutoring some of the youth we serve. Carl and Barbie have both shown commitment, integrity and passion to help others in the community, treating everyone with kindness and respect. They are true positive role models.

Supporting the renaming of the field is just a small gesture of our deep gratitude to Carl and Barbie Swain. It would mean so much and would be a well-deserved recognition.

Thank you,

Selena Owen

Hi Kahl,

Just wanted to show support for naming Recreation Field after Carl Swain. He's the head coach for my son's team, and they love him. If it has been like this for 50 years coaching Little League, hopefully he can have the field named after him, similar to Beggs.

Luke Philbert

Good Morning Kahl,

I am writing to show support for renaming Recreation field in honor of Carl Swain.

Carl donating his time to pour into Auburns youth for almost 50 years is a wonderfully, selfless act.

Having a field named after such a man would set a great example and keep the memory of his volunteerism alive for future generations.

Thank you for your time and consideration.

Allison Gillard, Auburn resident

Jennifer Platt

2450 Combie Road
Meadow Vista, CA 95722
916-704-1144

Auburn Recreation District Board of Directors
ARD Policy Committee
Canyon View Community Center
471 Maidu Drive, Auburn, CA 95603
infor@auburnrec.com

Dear Members of the ARD Policy Committee and the Board of Directors:

I recently came across a post from the Auburn Recreation District noting that Carl Swain is being considered for recognition. Knowing Carl's longstanding commitment to youth athletics in our community, I felt compelled to write in support of the proposed discussion item to name a field at Recreation Park in his honor.

I proudly served as the Volunteer Player Agent for Softball with Auburn Little League beginning around 2015. Through that role, and during the years when my own children were active in baseball and softball, I had many opportunities to learn about the positive influence Carl had on generations of young athletes.

I recall a particularly meaningful moment many years ago when Carl was surprised with the honor of throwing out the first pitch at the start of a season. The recognition was given in appreciation of his many years of volunteer service. What stood out most about that moment was that his own children had long since completed their time in the league—they were adults by then. Yet Carl continued to dedicate countless hours to coaching and mentoring young players simply because he loved baseball and he believed in supporting the youth of Auburn.

That level of sustained commitment, many decades of coaching, reflects the very spirit of community athletics. Carl's willingness to continue coaching well beyond the years when his own children were involved speaks to his genuine dedication to the development, confidence, and enjoyment of young players. His presence on the field has helped shape not only athletes but also responsible and connected members of our community.

For these reasons, I strongly support recognizing Carl Swain by naming a field in his honor. It would be a fitting tribute to the many years he has invested in the young people of Auburn and a visible reminder of the impact that committed volunteers can have on a community.

Thank you for considering my perspective as you discuss this item.

Sincerely,



Jennifer Platt

Kahl Muscott

From: Swain, Ben [REDACTED]
Sent: Monday, February 23, 2026 8:35 AM
To: Kahl Muscott
Cc: KRISTEN SWAIN; Paul Swain; Chelsea Swain
Subject: Honoring our Dad for his 50 Years of Coaching – Carl Swain

Hi Kahl,

We're writing as Carl Swain's kids — and as former players who had the privilege of calling him "Coach." Long before we understood what 50 years really meant, we just knew he was always there — at the field, in the dugout, and at home.

Coaching Auburn Little League for 50 years is an incredible accomplishment. Very few people dedicate themselves to anything for that long, especially in a way that consistently serves others. For our dad, it was never about recognition. It was simply about showing up year after year for the kids in this community. It was never just about winning. He cared about fundamentals, teamwork, sportsmanship, and always finding the positive — even after a tough loss. He taught his players that there is always something to learn and always a reason to keep your head up. Those lessons shaped not just better ballplayers, but better people. They shaped us.

As his kids, we've had a front-row seat to the impact he's had. Almost everywhere we go in Auburn, someone shares that they — or their son, daughter, or even spouse — played for him. Hearing those stories reminds us that the encouragement and steadiness we experienced as his children were the same gifts he gave to so many others.

To celebrate his 50 years of coaching, our family created a 30-minute tribute video that includes former players, community members, a few MLB players, and one of the San Francisco Giants' sideline reporters sharing their appreciation. It's a small glimpse into how far his impact has reached. You can view it here: [Dad's 50th](#)

Renaming the field where he spent so many years investing his time, heart, and energy would be a meaningful way to honor not just a coach, but the kind of father and role model he has always been. We are incredibly proud to be his kids and deeply grateful for the example he's set.

Thank you for your consideration,
The Swain Kids
(Kristen, Ben, Paul, & Chelsea)

4.4 Cover sheet – FIRST READING - Proposed ARD Ordinance #1 Amendment: Use of bikes, e-bikes, scooters and other wheeled recreational devices in ARD parks

Auburn Area Recreation and Park District (ARD) Policy Committee meeting February, 2026; Board of Directors meeting, February, 2026; Policy Committee March, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) consider amending ARD Ordinance #1 to better define the use of bikes, e-bikes, scooters and other wheeled recreational devices in ARD parks? Will this amendment assist with liability insurance?

Background

E-Bikes, scooters and other wheeled recreational devices 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.

The ARD Policy Committee and Board considered possible amendments to ARD Ordinance #1 and sent the item back to the Policy Committee for further discussion and evaluation. One item that was suggested to consider was all wheeled recreational devices.

Director Ingle also wanted to discuss enforceability, specifically if making these amendments would assist with our liability insurance. Regarding enforceability, as is the case with almost every ARD rule, policy and ordinance, enforceability is relatively limited. Staff, when available, can and will enforce rules up to the point allowed, however action past asking someone to cease their unwanted activity must generally be taken by law enforcement.

As far as helping with liability insurance, in the end, yes, having potentially less accidents on the pathways will help some. ARD is self-insured, belonging to a risk-pool (CAPRI). If we were to have less claims, we would see the pools rates drop. By how much is not known.

Should the Board move forward with amending ARD Ordinance #1 regarding E-Bikes, scooters and other wheeled recreational devices, 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, when ready, forward to the Board of Directors with a positive recommendation to adopt the proposed changes to ARD Ordinance #1.

Once a First Reading is complete, staff will publish a summary of the proposed changes in the Auburn Journal and notify the public of the date and time of the April Board of Directors meeting, when a Second and Final Reading and adoption of the changes would occur, upon approval from the Board.

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, scooters and other wheeled recreational devices

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. Bicycles, e-bikes, scooters and other wheeled recreational devices. No person shall ride a wheeled recreational device within a park except in areas authorized for vehicular travel, or at a place especially authorized and provided for such. While elsewhere within a park, wheeled recreational devices 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.

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-bike** 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

CALIFORNIA CODES
PUBLIC RESOURCES CODE
SECTION 5786-5786.31

5786.1. A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this chapter, including, but not limited to, the following powers:

(i) To adopt ordinances following the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code.

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 25120-25132

25120. The enacting clause of all ordinances of the board of supervisors shall be as follows: "The Board of Supervisors of the County of ____ ordains as follows."

25121. Every ordinance shall be signed by the chairman of the board and attested by the clerk.

25122. On the passage of all ordinances the votes of the several members of the board shall be entered on the minutes, and all ordinances shall be entered at length in the ordinance book.

25123. All ordinances shall become effective 30 days from the date of final passage, except the following ordinances, which shall take effect immediately:

- (a) Those calling or otherwise relating to an election.
- (b) Those specifically required by this code or by any other law to take immediate effect.
- (c) Those fixing the amount of money to be raised by taxation, or the rate of taxes to be levied.
- (d) Those for the immediate preservation of the public peace, health, or safety, which shall contain a declaration of the facts constituting the urgency, and shall be passed by a four-fifths vote of the board of supervisors.
- (e) Those specifically relating to the adoption or implementation of a memorandum of understanding with an employee organization.
- (f) Those relating to salaries and other compensation of officers, other than elected officers, and employees.

25123.5. Notwithstanding the provisions of Section 25123, that portion of any ordinance which changes supervisorial salaries shall become effective 60 days after its adoption.

25124. (a) Except as provided in subdivision (c), before the expiration of 15 days after the passage of an ordinance it shall be

published once, with the names of the members voting for and against the ordinance, in a newspaper published in the county if there is one, and if there is no newspaper published in the county, the ordinance shall be posted in a prominent location at the board of supervisors' chambers within the 15-day period and remain posted thereafter for at least one week. The local agency, at its option, may include in an ordinance reclassifying land either a brief description accompanied by a map of the boundaries of the property, as recited in the notice of hearing, or a complete metes and bounds description accompanied by a map depicting the reclassified property and adjacent properties. Except for maps, any exhibit attached to and incorporated by reference in an ordinance need not be published in its entirety if the publication lists all those exhibits by title or description and includes a notation that a complete copy of each exhibit is on file with the clerk of the board of supervisors and is available for public inspection and copying in that office in accordance with the California Public Records Act, Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1. A certificate of the clerk of the board of supervisors or order entered in the minutes of the board that the ordinance has been duly published or posted is prima facie proof of the publication or posting.

(b) The publication or posting of ordinances, as required by subdivision (a), may be satisfied by either of the following actions:

(1) The county board of supervisors may publish a summary of a proposed ordinance or proposed amendment to an existing ordinance. The summary shall be prepared by an official designated by the board of supervisors. A summary shall be published and a certified copy of the full text of the proposed ordinance or proposed amendment shall be posted in the office of the clerk of the board of supervisors at least five days prior to the board of supervisors meeting at which the proposed ordinance or amendment or alteration thereto is to be adopted. Within 15 days after adoption of the ordinance or amendment, the board of supervisors shall publish a summary of the ordinance or amendment with the names of those supervisors voting for and against the ordinance or amendment and the clerk shall post in the office of the clerk of the board of supervisors a certified copy of the full text of the adopted ordinance or amendment along with the names of those supervisors voting for and against the ordinance or amendment.

(2) If the county official designated by the board of supervisors determines that it is not feasible to prepare a fair and adequate summary of the proposed or adopted ordinance or amendment, and if the board of supervisors so orders, a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the county shall be published at least five days prior to the board of supervisors meeting at which the proposed ordinance or amendment or alteration thereto is to be adopted. Within 15 days after adoption of the ordinance or amendment, a display advertisement of at least one-quarter of a page shall be published. The advertisement shall indicate the general nature of, and provide information about, the proposed or adopted ordinance or amendment, including information

sufficient to enable the public to obtain copies of the complete text of such ordinance or amendment, and the names of those supervisors voting for and against the ordinance or amendment.

(c) If the clerk of the board of supervisors fails to publish an ordinance within 15 days after the date of adoption, the ordinance shall not take effect until 30 days after the date of publication.

25125. No county ordinance passed prior to September 13, 1941, is void solely by reason of the fact that it was not published for a full week within 15 days after its passage, if the first actual publication of the ordinance was within the 15-day period, and thereafter actual publication was made for a full week.

25126. Any or all ordinances of any county which have been enacted and published in accordance with the provisions of its charter or this article, and which have not been repealed, may be compiled, consolidated, revised, indexed, including such restatement and substantive change as is necessary in the interest of clarity, and arranged as a comprehensive ordinance **code**.

25127. The ordinance **code** may be adopted by reference by the passage of an ordinance for the purpose, which shall be adopted and approved in the manner provided by charter or this article for the passage of ordinances for the county.

25128. The ordinance **code** itself need not be published in the manner required for other ordinances, but not less than three copies of the **code** shall be filed for use and examination by the public in the office of the clerk of the county prior to the adoption thereof.

25129. After the **code** has been adopted all ordinances thereafter adopted pertaining to the subjects in the **code** shall be amendatory or revisory of the **code**. No section or subsection of the **code** shall be revised or amended by reference. The ordinance section or subsection revised or amended shall be adopted and published in the manner prescribed in Section 25124. Nothing in this section shall preclude repealing or rendering inoperative by reference any section or subsection if language in the ordinance fairly identifies the subject matter of the sections or subsections which would be repealed or rendered inoperative by the ordinance.

25130. An ordinance **code** adopted and fully published, or adopted by reference as provided in this article, may be subsequently recompiled, recodified and indexed, including such restatement and substantive change as is necessary in the interest of clarity, in the same manner as prescribed by this article for the original adoption by reference of an ordinance **code**.

25131. Ordinances shall not be passed within five days of their introduction, nor at other than a regular meeting or at an adjourned regular meeting. However, an urgency ordinance may be passed

immediately upon introduction and either at a regular or special meeting. Except when, after reading the title, further reading is waived by regular motion adopted by majority vote, all ordinances shall be read in full either at the time of introduction or passage. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this section. This section shall not apply to ordinances which by statute can be passed only after notice and a public hearing.

25132. (a) Violation of a county ordinance is a misdemeanor unless by ordinance it is made an infraction. The violation of a county ordinance may be prosecuted by county authorities in the name of the people of the State of California, or redressed by civil action.

(b) Every violation determined to be an infraction is punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding two hundred dollars (\$200) for a second violation of the same ordinance within one year; (3) a fine not exceeding five hundred dollars (\$500) for each additional violation of the same ordinance within one year.

(c) Notwithstanding any other provision of law, a violation of local building and safety codes determined to be an infraction is punishable by (1) a fine not exceeding one hundred dollars (\$100) for a first violation; (2) a fine not exceeding five hundred dollars (\$500) for a second violation of the same ordinance within one year; (3) a fine not exceeding one thousand dollars (\$1,000) for each additional violation of the same ordinance within one year of the first violation.

4.5 Cover sheet – Project Contingency

Auburn Area Recreation and Park District Policy Committee January, 2025; Board of Directors meeting February, 2026; Policy Committee March, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) consider amending its policy regarding project contingency?

Background

ARD District Policy states the following:

IV. Competitive Bidding

- O. Project Contingency. Requests and recommendations for project contingency shall be limited to 5% of the contract total.

This item was discussed at the February, 2026 Board meeting, and was sent back to the Policy Committee to review and consider amendments that would set up a tiered system for project contingency. The following is a staff proposal for tiered project contingency:

IV. Competitive Bidding

- O. Project Contingency. Requests and recommendations for project contingency shall adhere to the following parameters:
 - 1. Projects up to \$75,000 will have a 20% project contingency
 - 2. Projects \$75,001 - \$250,000 will have a 15% project contingency
 - 3. Projects \$250,001 - \$500,000 will have a 10% project contingency
 - 4. Projects over \$500,001 will have a 5% project contingency

Recommendation for the Policy Committee

Review and send a positive recommendation to adopt the new tiered project contingency amounts.

Alternatives available to the Policy Committee

- 1) Do not amend the policy
- 2) Amend the policy with different amounts
- 3) Eliminate the policy and have staff present recommended contingency amount for each project, specific to possible needs.

Fiscal Impact

The fiscal impact will be determined based on each individual project.

Attachments

None