

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

WEDNESDAY, MAY 20, 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 Apr 22, 2026 12:30 PM Pacific Time (US and Canada) <https://us06web.zoom.us/j/83451931862>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 834 5193 1862 to participate.

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

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

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

1.0 CALL TO ORDER

Ainsleigh _____ Holbrook _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

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

4.0 BUSINESS

4.1 Approval of Minutes from the April, 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 Donation for the Auburn Family Fourth Celebration (Pages 5-9)

Shall the Auburn Area Recreation and Park District (ARD) consider making a donation to the Auburn Family Fourth celebration?

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:

May 15, 2026
Date

12:00pm
Time

Carly Woyford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, April 22, 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 12:33 PM.

ROLL CALL

Director Ainsleigh and Director Holbrook were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

Kahl Muscott, District Administrator, requested that 4.7 Amending ARD's Refund Policy for Youth Services be moved after 4.2 Approval of Legal Bills.

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 March, 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Policy Committee reviewed and approved the minutes from March 18, 2026, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

The Policy Committee approved the legal bill.

4.3 Proposed Fee Waivers Policy Amendment – Placer High Grad Night

The Policy Committee reviewed the Proposed Fee Waivers Policy Amendment – Placer High Grad Night and had a split decision. Director Ainsleigh would like the policy left as is. Director Holbrook recommended making the proposed changes.

4.4 District Personnel Policy proposed amendment – PTO eligibility and usage

The Policy Committee reviewed the District Personnel Policy proposed amendment – PTO eligibility and usage. The Policy Committee approved this item and forwarded it to

the Consent Calendar with a positive recommendation for review and approval by the Board of Directors.

4.5 Side Letter with Local 39 – PTO Eligibility and Usage

The Policy Committee reviewed the Side Letter with Local 39 – PTO Eligibility and Usage. The Policy Committee approved this item and forwarded it to the Consent Calendar with a positive recommendation for review and approval by the Board of Directors.

4.6 District Policy proposed amendments – Leave Policies

The Policy Committee reviewed the District Policy proposed amendments – Leave Policies. The Policy Committee approved this item and forwarded it to the Consent Calendar with a positive recommendation for review and approval by the Board of Directors.

4.7 Amending ARD’s Refund Policy for Youth Services

The Policy Committee reviewed the Amending ARD’s Refund Policy for Youth Services. The Policy Committee approved this item and forwarded it to the Consent Calendar with a positive recommendation for review and approval by the Board of Directors.

4.8 Regional Park renaming – “North Auburn Nisenan Park”

The Policy Committee reviewed the “Regional Park renaming – “North Auburn Nisenan Park” and had a split decision. Director Holbrook said that this item has been discussed before. Director Ainsleigh would like this item to be brought to the Board of Directors as a Discussion Item.

Discussion items:

None.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS

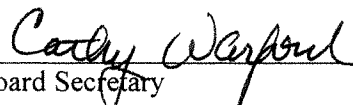
None.

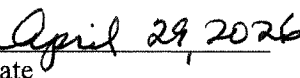
6.0 ITEMS PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:51 PM.


Board Secretary


Date

4.3 Cover sheet – Donation for the Auburn Family Fourth Celebration

Auburn Area Recreation and Park District Policy Committee May, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) consider making a donation to the Auburn Family Fourth celebration?

Background

The Auburn Chamber of Commerce, working with the City of Auburn, will be hosting the “Auburn Family Fourth” event, celebrating the 250th Independence Day. The Auburn Chamber is soliciting donors to assist with the costs of putting on this event, which includes fireworks.

Per District Policy

Policy on Charitable Donations from ARD to Outside Organizations

XIII. Fundraising and Donations

C. ARD may, from time to time, consider making donations to charitable entities or outside agencies. These donations must fall within ARD’s specifically enumerated powers (Parks and Recreation) and must meet one of the following three criteria:

- 1. The charity/agency must provide a service that complements or enhances services provided by ARD.**
- 2. There is an identifiable secondary benefit to ARD.**
- 3. The charity/agency provides a service that ARD could provide but chooses not to.**

Should a donation request meet one of the criteria listed above, staff will forward the request to the ARD Policy Committee for consideration and recommendation. If the Policy Committee recommends approval of the donation request, it will be sent to the ARD Board of Directors for approval as a consent calendar item.

Recommendation for the Policy Committee

Forward a positive recommendation to the Board to make a donation to the Auburn Family Fourth Celebration.

Staff recommends a donation of no more than \$1,000.00

Fiscal Impact

Dependent on the donation being given

Attachments

Information on the Auburn Family Fourth Celebration



AUBURN'S FAMILY FOURTH *Red, White & You!*

★ 2026 SPONSORSHIP OPPORTUNITIES ★

TOGETHER WITH OUR PARTNER



Dear Auburn Chamber Member,

This July 4th, Auburn isn't just celebrating America's 250th birthday; we're celebrating 120 years of our Chamber and the people who make this community what it is.

That's you.

The Auburn Family Fourth 2026 is our most ambitious event yet. This year's "Red, White & You" sponsorship initiative was designed differently, with your people in mind.

Beyond traditional logo placement and visibility, our sponsorships are built to deliver real team appreciation experiences like Ice Cream Socials served at your office by Chamber Board Members, "Basket of Sunshine" coffee deliveries, employee staycation retreats at the Holiday Inn.

We want to help you celebrate your team while Auburn celebrates its heritage.



**YOUR TEAM
GETS RECOGNIZED**

Perks are designed to land at your office, not just at the event.



**YOUR BRAND
GETS REACH**

Logo placement across print, social, and email to thousands of local residents.



**YOUR INVESTMENT
HAS IMPACT**

Every dollar keeps Auburn's longest-running traditions alive for generations.

Sponsorships are limited to protect the visibility of every partner. To secure your package, visit AuburnChamber.net, give us a call at 530-885-5616 or email us at info@auburnchamber.net. For instant sponsorship purchase and float registration, please scan the QR code found on page 3. **Deadline for all sponsorship levels is June 19th.**

We'd be honored to celebrate beside you this summer.

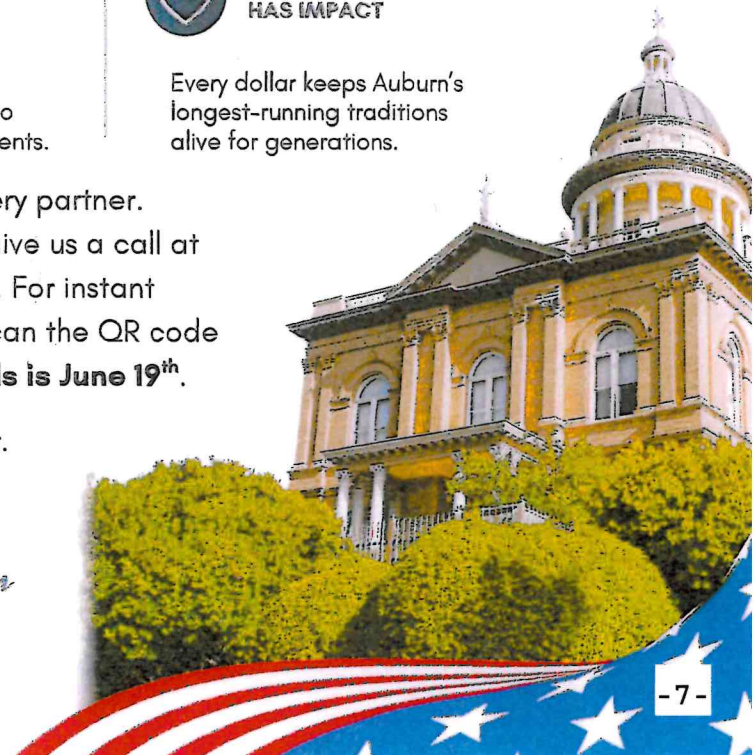
Warmly,

Michele Tuggle

Michele Tuggle
CEO
Auburn Area Chamber of
Commerce

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President
Auburn Area Chamber of
Commerce





Auburn's Family Fourth Red, White & You!

2026 EXCLUSIVE SPONSORSHIP OPPORTUNITIES

Together with our Partner Sponsors



Freedom Ducky Event Sponsor

\$5,000

(only one Sponsor)

Patriot Presenting Sponsor

\$3,500

(only one Sponsor)

Advertisements and Marketing

- Logo Promotion during the event
- Logo acknowledgement in an email blast, social media post, print media
- Advertisement on the Chamber Website for two (2) weeks on home page
- Video Commercial on all social media platforms
- Eight (8) Commemorative Water Bottles

Employee Staycation Retreat

- One Overnight stay for your employees at the **Holiday Inn (up to 8 people)**
- Dinner for eight (8) at **Max's Restaurant**
- Use of the Tahoe Room for an employee retreat that includes snacks and drinks
- Use of the pool

Special VIP Items

- Free Float entry in the parade (optional)
- Free vendor booth at the event (optional)
- Two (2) VIP parking spots
- Eight (8) VIP parade viewing and lounge entries (snacks and beverages, shade area with seated parade and Auburn One Mile viewing)
- Eight (8) drink tokens
- Eight (8) Ducky Drawing tickets
- Concierge VIP Items delivered to sponsor by Chamber Board Member prior to event

Advertisements and Marketing

- Logo Promotion during the event
- Logo acknowledgement in an email blast, social media post, print media
- Advertisement on the Chamber Website for two (2) weeks on home page
- Video Commercial on all social media platforms
- Eight (8) Commemorative Water Bottles

Ice Cream Social, Served to Your Office + Chair Nurture Massages (Up to 8 employees)

- Makings for banana splits & sundaes
- All supplies included by **Yeti Tavern**
- Delivered to your office
- Served by your Chamber Board
- Chair massages by **Nurture Massage & Wellness**

Special VIP Items

- Free Float entry in parade (optional)
- Free vendor booth at the event (optional)
- Two (2) VIP parking spots
- Eight (8) VIP parade viewing and lounge entries (snacks and beverages, shade area with seated parade and Auburn One Mile viewing)
- Eight (8) drink tokens
- Eight (8) Ducky Drawing tickets
- Concierge VIP Items delivered to sponsor by Chamber Board Member prior to event



Grand Ol' Flag **\$2,000**

Advertisements and Marketing

- Logo Promotion during the event
- Logo acknowledgement in an email blast, social media post, print media
- Advertisement on the Chamber Website for one (1) week on home page
- Six (6) Commemorative Water Bottles

Special VIP Items

- Basket of Sunshine: pastries and coffee delivered to the office
- Free Float entry in the parade (optional)
- Free vendor booth at the event (optional)
- One (1) VIP parking spot
- Six (6) VIP parade viewing, Auburn One Mile finish viewing and lounge entries (snacks and beverages, shade area with seats)
- Six (6) drink tokens
- Six (6) Ducky Drawing tickets
- Concierge VIP Items delivered to sponsor by Chamber Board Member prior to event

Uncle Sam Cooling Tent Sponsors **\$750**

(limited to first 4 sponsors)

Advertisements and Marketing

- Logo on Cooling Tent signage
- Acknowledgement in the Chamber newsletter & website
- Acknowledgement at the event
- Two (2) VIP Parade Viewing, Auburn One Mile finish line view and Lounge Entry
- (snacks and beverages, shade area with seated parade viewing)
- Two (2) Ducky Drawing Tickets
- Concierge VIP Items delivered to sponsor by Chamber Board Member

Star Spangled **\$1,000**

Advertisements and Marketing

- Logo Promotion during event
- Logo acknowledgement in an email blast, social media post, and logo on Website event page
- Four (4) Commemorative Water Bottles

Special VIP Items

- Free Float entry in parade (optional)
- Free vendor booth at the event (optional)
- Four (4) VIP Parade Viewing, Auburn One Mile finish line view and Lounge Entry
- (snacks and beverages, shade area with seated parade viewing)
- Four (4) Drink Tokens
- Four (4) Ducky Drawing Tickets
- Concierge VIP Items delivered to sponsor by Chamber Board Member

Sparkler **\$500**

(limited to first 4 sponsors)

Advertisements and Marketing

- Acknowledgement in the Chamber newsletter & website
- Acknowledgement at the event
- Two (2) VIP Parade Viewing, Auburn One Mile finish line view and Lounge Entry
- (snacks and beverages, shade area with seated parade viewing)
- Two (2) Ducky Drawing Tickets
- Concierge VIP Items delivered to sponsor by Chamber Board Member

SCAN TO REGISTER



Auburn Area Chamber of Commerce

1103 High Street, Suite 100, Auburn
530-885-5616
info@auburnchamber.net