#### RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

### POLICY & PROCEDURE HANDBOOK

Adopted: 03/04/1999

Proposed Reorganization Approved: 9/2001 Approved Reorganization: 10/10/2002

Sacramento County Parks Regulations Chapter 9.36: Adopted 2007

Reviewed/Format Change: 2015

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2700 District Key Policy		
	2700	DISTRICT Key Policy

### **SERIES 3000 – OPERATIONS**

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POLICY#	POLICY TITLE
3000	Computer Security
3005	Other Power-Driven Mobility Device (OPDMD)
3010	Environmental, Health & Safety Compliance Program
3015	Illness and Injury Prevention Program
3020	Budget Preparation
3025	American Disability Act
3030	Quimby Fees
3035	Park-In-Lieu Fee Account
3040	Fixed-Asset Accounting
3045	Financial Reserves Policy
3050	Emergency Fund Reserves Policy
3055	Customer Payment Agreement
3056	Refund Policy for all Classes and Programs
3060	Return Check Fees
3065	Expense Authorization
3070	Revolving Checking Account
3075	Mello-Roos Community Facilities Act (CFD's)
3095	Credit Card Purchases
3100	Purchasing
3105	Environmental Preferable Purchases and Practices
3110	Disposal of Surplus Property
3115	Records Retention
3120	Financial Reporting
3125	Fund Balance
3130	Recreation Programming Inclusion Plan/Inclusion Assessment

## **SERIES 4000 – BOARD OF DIRECTORS**

0211120 1000	20/11/2 01 211/12010110
POLICY#	POLICY TITLE
4000	Code of Ethics
4005	Candidate Expenditure Ceiling
4010	Attendance of Meetings
4015	Recommendation and Endorsement
4020	Remuneration and Reimbursement
4025	Board Chair
4030	Meetings of the Board of Directors
4035	Committees of the Board of Directors
4040	Board of Director Vacancy
4045	Basis of Authority
4050	Membership in Associations
4055	Training, Education and Conferences
4060	Brown Act
4065	Cost of Living Allowance

## **SERIES 5000 – BOARD MEETINGS**

POLICY#	POLICY TITLE
5000	Board Meetings
5005	Board Meeting Agenda
5010	Board Meeting Conduct
5015	Board Actions and Decisions
5020	Review of Board Decisions
5025	Minutes of Board Meetings
5035	Rules of Order for Board and Committee Meetings
5040	Attendance at Meetings

# **SERIES 6000 – FACILITIES DEVELOPMENT**

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POLICY#	POLICY TITLE
6000	Development Agreement
6010	Annexation Procedure
6015	Environmental Review Guidelines
6020	Digital Marquee and Digital Signage/ and Banner Placement
6025	Project Approval
6030	Naming of Parks, Facilities, and Amenities
6035	Skate Parks Policies
6040	Placement of Private Storage Units on District Property
6050	Outdoor Facility Use
6051	Amplified Music at Out-Door District Owned Facilities
6055	Athletic Field Use
6060	Fee Schedule for Outdoor Facilities
6065	Special Event
6070	Indoor Facility Use Fee Schedule
6075	Indoor Facility Rental
6080	Building and Indoor Facility Monthly Inspections
6085	Quarterly Park Inspections
6090	Playground Inspections
6100	Prohibition of Smoking/Vaping in Parks