

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Service Area and Park Facilities
POLICY NUMBER: 0100

FACILITY LOCATIONS & PHONE NUMBERS

Rio Linda Elverta Community Center 810 Oak Lane 991-5929

DISTRICT PARKS & PROGRAM LOCATIONS

Babe Best Park	7525 10 th Street
Central Park Horse Arena	800 Elkhorn Blvd
Depot Park	6730 Front Street
Linda Creek Park (Undeveloped)	E Street
Northbrook Park	Tourmaline & Meadowbrook
Ponderosa Farms (Undeveloped)	Rio Linda Blvd
Roy E. Hayer Park	905 G Street
Westside Park	6555 W 2 nd Street
Westside Elementary	6537 W 2 nd Street
Orchard Elementary	1040 Q Street
Elverta Elementary	7900 Eloise Avenue
Rio Linda High School	6309 Dry Creek Road
Moraga Park	2885 Catalano Way

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Purpose, Organization and Distribution of Policy Manual

POLICY NUMBER: 0200

0200.1 This manual is intended to meet the needs for the Rio Linda Elverta Recreation and Park District. The content is based on methods, procedures and policies approved and revised as necessary by the Board of Directors during the time the District has been in operation. Various statements in this manual with reference to sections of the Public Resources Code, County Ordinances, local laws, and local County Administrative practices have been adopted for use by the park district:

0200.2 The specific purpose of the manual is as follows

0200.2.1 To provide a guide to the Board of Directors

0200.2.2 To provide, in a single document, a written statement of District policies.

0200.2.3 To serve as a guide to the General Manager for the purpose of providing a manual of operations for staff.

0200.3 The material in this manual is classified by subject and numbered in a consecutive numbering system. A block of 1000 numbers is assigned to each section. Gaps may be left in the sequence of numbers for the introduction of additional sections at a later date. Further, the Board may, at any time, abolish, alter, change, make additions to, delete from or otherwise amend this code at any regular or special meeting. The manual will be revised as necessary to keep it current.

0200.4 The distribution of the manual will be as follows:

0200.4.1 One copy will be kept in the front Administrative office

0200.4.2 One copy will be kept in the Corporation Yard office

0200.4.3 One copy will be distributed to each Board Member

0200.4.4 One copy will be distributed to all Full-time Employees

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Organization Chart
POLICY NUMBER: 0300

0300.1 The Rio Linda Elverta Recreation and Park District is governed by five elected officials who have immediate supervision of the General Manager. The organizational chart serves as a guide to identify how the District is organized.

0300.1.1 A copy of the current Organizational Chart is attached to this policy.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT POLICY & PROCEDURE MANUAL

POLICY TITLE: Office Hours
POLICY NUMBER: 0400

0400.1 The office and records of the Board of Directors are to be located in the Rio Linda Elverta Recreation and Park District.

0400.1.1 Office Hours for the District shall be from 8:00 AM to 5:00 PM Monday through Friday except for designated holidays or circumstances requiring openings and closings as determined by the General Manager or Board of Directors.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the Rio Linda Elverta Recreation and Park District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over Rio Linda Elverta Recreation Park District, said rules, regulations or legislation shall prevail.

1000.3 Various statements in this manual with reference to sections of the Public Resources codes County Ordinances, local laws, and local County Administrative practices have been adopted for use by the Recreation and Park District.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to each Director and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 3/5 affirmative vote of the entire Board of Directors.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy are to be considered.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code 81000, et. Seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regulations 18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. 18730 and any amendments to its duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth and constitute the conflict of interest code of the Rio Linda Elverta Recreation and Park District.

1020.2 Designated employees shall file statements of economic interest with the Clerks of the County of Sacramento County.

PART 1- DESIGNATED EMPLOYEES

<u>Positions</u>	<u>Disclosure</u>	<u>Applicable</u>
Board Members	5	700
General Manager	1	700
Attorneys	1	700
Consultants	2	700
Administrative Services Supervisor	1	700
Recreation Supervisor	1	700
Park Supervisor	1	700

PART II – DISCLOSURE CATEGORIES

1020.3 Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:

1020.3.1 The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District, or,

1020.3.2 The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.

1020.4 With respect to designated positions, investments or business position in any business entity of source of income which are (1) private (service(s) similar to those provide by district) companies or (2) entitles or persons engaged in real estate development or owners or real estate, and interest in real property are disclosable if held, regardless of any contractual relationship with the District at any time (sub sentence (2) assumes the district provides an enterprise service that is essential to real estate development).

1020.5 Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

1020.5.1 The Administrator of the District may determine in writing that a particular consultant, although a “designated position,” is hired to perform, a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

PART III – APPLICABLE FPPC FORM

1020.5 In accordance with Government Code 87200, certain District officers are required to disclose upon assuming and leaving office, and annually while in office – their investments, income, and interests in real property by way of FPPC Form 700. Those positions in Part I, above, designed to file Form 700 are those “directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions.”

1020.6 All interest in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- 1020.6.1** Pipes, valves, fittings, etc.
- 1020.6.2** Pumps, motors, etc.
- 1020.6.3** Meters and other water measurement equipment
- 1020.6.4** Construction and building materials
- 1020.6.5** Engineering services, including hydrology services
- 1020.6.6** Construction contractors
- 1020.6.7** Safety equipment facilities
- 1020.6.8** Hardware tools and supplies
- 1020.6.9** Freight and hauling
- 1020.6.10** Motor vehicles, heavy equipment, special vehicles and parts and service thereto
- 1020.6.11** Petroleum products
- 1020.6.12** Photographic services, supplies and equipment
- 1020.6.13** Janitorial services
- 1020.6.14** Water quality testing
- 1020.6.15** Pesticides and herbicides
- 1020.6.16** Communications equipment and services
- 1020.6.17** Well drilling supplies and contractors
- 1020.6.18** Electrical equipment, including pumping equipment
- 1020.6.19** Computer hardware and software
- 1020.6.20** Architectural services
- 1020.6.21** Water treatment equipment, supplies and services
- 1020.6.22** Custom farming services such as weed abatement, etc.
- 1020.6.23** Telemetry equipment
- 1020.6.24** Appraisal services
- 1029.6.25** Printing, reproduction, record keeping, etc.
- 1020.6.26** Office equipment
- 1020.6.27** Accounting services
- 1020.6.28** Real estate agents/brokers and investment firms
- 1020.6.29** Title companies
- 1020.6.30** Public utilities
- 1020.6.31** Canal and pipeline maintenance services
- 1020.6.32** Insurance companies

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Relationship to County Government
POLICY NUMBER: 1025

1025.1 The District is an independent special district under the supervising authority of its own elected Board of Directors as authorized in Public Resources Code Division 5 – Parks and Monuments. Listed below are various County departments that the District works with in the conduct of District affairs.

<u>Department Description</u>	<u>Subject Matter Coordinated</u>
Administration/Finance	District Formation/Regulations
Auditor-Controller	Accounting, Payroll, Claims, County Reports, Property Tax, Assessments
Sheriff	Law Enforcement
Parks and Recreation	Facilities & Infrastructure
Personnel	Employee benefits, Payroll
Elections	District Board of Directors

1025.2 ELECTION OF BOARD OF DIRECTORS

Vacancies on the Board of Directors shall be filled during the General Election on even numbered years and in compliance with the pertinent provision of:

- 1025.2.1** The Public Resources Code Sec. 5783.3, 5783.6
- 1025.2.2** The Government Code Sec. 58000 and following section
- 1025.2.3** The Uniform District Election Law

1025.3 Policy Determination is the responsibility of the Board of Directors.

1025.4 Policy Execution and Administration are the responsibility of the General Manager and the supervisory authority under the General Manager's direction.

1025.5 Office and records of the Board of Directors are to be located in the Rio Linda Community Center, 810 Oak Lane, Rio Linda, California, 95673.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Complaints

POLICY NUMBER: 1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of District policy, state or federal statute by which the individual has been adversely affected. This process may also be used to voice concern regarding a District policy.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 To contact the Park District, please telephone 916-991-5929; email to info@rleparks.com; or visit the general office at 810 Oak Lane, Rio Linda, CA 95673.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Administrative Services Supervisor or the Supervisory Authority, it shall be forwarded to the General Manager. At the option of the appropriate management position, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The Supervising Authority involved shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular meeting or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1030.3.4 This policy is not intended to prohibit or deter a member of the community or staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Legal Matters

POLICY NUMBER: 1035

1035.1 As an Independent Special District, the Rio Linda Elverta Recreation and Park District utilizes legal counsel selected by the Board of Directors.

1035.2 Authority to contact legal counsel is granted to the following:

1035.2.1 The General Manager or his designee;

1035.2.2 A member of the Board of Directors when authorized by a vote of the Board.

1035.3 Legal Counsel will only respond to inquiries as authorized in Section

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Claims Against the District
POLICY NUMBER: 1040

1040.1 The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.2 Property (Land and Improvements) Damage Claims

1040.2.1 In the course of the District's operations – trimming or falling trees, removal of shrubs, general park maintenance, damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

1040.2.2 When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

1040.2.3 As soon as possible after information about the damage has been received, it shall be given to the appropriate division manager. The division manager, or his/her designee, shall investigate the property owner's allegations.

1040.2.4 If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. The Board of Directors should not independently investigate claims, but may go with staff to observe.

1040.2.5 Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager. If the investigating staff person is convinced that the damage was caused by District

personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

1040.2.5.1 Property owner agrees that the proposed repairs are appropriate and adequate;

1040.2.5.2 Property owner agrees to allow District personnel access to their property to perform the repair work;

1040.2.5.3 District personnel have the necessary tools, equipment and expertise to perform the necessary work;

1040.2.5.4 Repair work can be accomplished within a reasonable amount of time;

1040.2.5.5 Cost of material for the repairs will not exceed \$500.

1040.2.5.5.1 If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner will be asked to submit their claim in writing on a District claim form (attached hereto as Appendix A).

1040.2.5.5.2 The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Admin and Finance Committee (standing board committee assigned to review claims of this nature) describing the damage claim, including a description of the manner in which it was resolved.

1040.2.5.5.3 If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Admin. and Finance Committee. The Claims Committee shall review the claim and receive input from staff in closed session (qualifies as "anticipated litigation" under the Brown Act). After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed \$3,000, or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

1040.2.5.5.4 If the cost of material for repairs is stated by claimant or estimated to exceed \$3,000, the claim will be submitted to the Board of Directors for its consideration. The Board will consider the

claim during a closed session (“anticipated litigation”) of a regular or special meeting. Action to accept or reject the claim shall be taken in open session. The claimant shall be notified of the Board’s action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

1040.2.6 The Board will not consider a claim of an amount in excess of the insurance deductible (currently \$10,000), including the cost of investigation, without prior written approval of the District’s insurance company.

1040.2.7 Claims in excess of the District’s insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

1040.2.8 Claims for personal injury/wrongful death shall not be investigated by District staff or General Manager but shall be immediately forwarded to the District’s insurance company.

1040.3 Property (Vehicles and Unsecured Property) Damage Claims

1040.3.1 All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District’s responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

1040.3.2 The claim will be processed as described above if the material cost for repairs is estimated to exceed \$1,500.

1040.4 Property Damage Claims on District Form

1040.4.1 Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

1040.4.2 If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Code. Section 910 specifies that a claim need to show all of the following:

1040.4.2.1 The name and post office address of the claimant.

1040.4.2.2 The post office address to which the person presenting the claim desires notices to be sent.

1040.4.2.3 The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.

1040.4.2.4 A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.

1040.4.2.5 The name or names of the public employee or employees causing the injury, damage, or loss, if known.

1040.4.2.6 The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

1040.5 Section 910.2 of the California Government Code specifies the following:

1040.5.1 The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, material, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

1040.6 If the filed letter/claim does not meet the requirements of the California Government Code 910 and 910.2, then a letter shall be sent to the claimant informing them of this fact.

1040.7 District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

INCIDENT REPORT

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Appendix A

Please complete this form. Turn in to your Manager as soon as possible. Every incident should be reported, as there is always the potential of a claim being made.

Name of person reporting the incident: _____
Phone (Best): _____ District employee: yes no (circle one)

DESCRIPTION OF THE OCCURRENCE

Date of Incident: _____ Time: _____ A.M. P.M. _____
Kind of Incident: Vandalism: _____ Injury: _____ Program Complaint: _____
Theft of Property: _____ Graffiti: _____ Other: _____

If other, please describe: _____

Description of Incident: _____

Describe how incident occurred. Include persons, equipment or objects involved: _____

Location of Incident: _____

Was there Property Damage: yes no (circle one) Describe any damages: _____

Who was Notified: _____

Comments (to provide additional detail if helpful): _____

WITNESSES

Name: _____ Phone (Best): _____
Address: _____
Comments: _____

Name: _____ Phone (Best): _____
Address: _____
Comments: _____

Name: _____ Phone (Best): _____
Address: _____
Comments: _____

Name: _____ Phone (Best): _____
Address: _____
Comments: _____

Was Police or fire report filed: yes no (circle one)

Was a citation issued: yes no (circle one)

If yes, by whom: _____

Completed by: _____
Print Name

Title: _____

Signature: _____ Date: _____

Reviewed by:
Print Name: _____ Title: _____

Signature: _____ Date: _____

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Copying Public Documents

POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged at the maximum current rate allowed by law to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged at the maximum current rate allowed by law. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Records Request

POLICY NUMBER: 1055

1055.1 Openness leads to a better informed citizenry, which leads to better government and better public policy. It is the mission and intent of RLERPD to at all times fully comply with and abide by both the spirit and the letter of California's Public Records Act.

1055.2 A "record" is defined to include the following: A document in any format – paper, electronic that is created, received by, or comes under the jurisdiction of RLERPD that documents the organization, functions, policies, decisions, procedures, or other activities of the office.

A "public record" is a "record" that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under California or Federal law. A public record must be organized and maintained in such a way that they can be made available for inspection and copying.

1055.3 Public records are to be available for inspection during regular business hours. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of RLERPD that all requests for public records should be acknowledged in writing or, if feasible, satisfied within three business days following the office's receipt of the request.

1055.4 To make a request for public records, the requestor must fill out and submit a Public Records Request Form. (See attached)

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records.

In processing a request for inspection of a public record, an office employee may accompany the requester during inspection to make certain original records are not taken or altered.

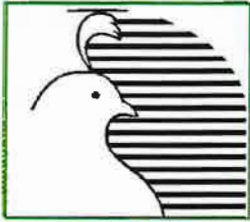
1055-1

1055.5 If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office.

If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

1055.6 Those seeking public records shall be charged 10¢ per copy. See Policy 1050 for details.

If a requester asks that documents be delivered to them, he or she shall be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. There is no charge for e-mailed documents.



**RIO LINDA ELVERTA
RECREATION AND
PARK DISTRICT**

810 Oak Lane
Rio Linda, CA 95673
Phone: (916) 991-5929
Fax: (916) 991-2892
www.RLEParks.com

PUBLIC RECORDS REQUEST

Date: _____

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Record(s) be: _____ Visual or Audio review in the District Office.

_____ Copied for removal from the District Office.

Please be specific: (Please, only one item per request.)

Signature: _____

*Requests may take up to 10 days to be filled.
As per Gov't Code 6253(c)*

DIRECTORS:
Robert Bastian
Wayne Del Nero
Troy Golden
Charlea Moore
Lisa Morris

General Manager
Mike Heller

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Policy Complaints
POLICY NUMBER: 1060

1060.1 A public complaint is an allegation by a member of the public of a violation or misinterpretation of District policy, state or federal statute by which the individual has been adversely affected.

1060.2 The Board of Directors of the Rio Linda Elverta Recreation and Park District desires that public complaints be resolved logically and systematically.

1060.3 The process for resolving complaints shall be as follows:

1060.3.1 To contact the Park District, please telephone 916-991-5929; email to info@rleparks.com; or visit the general office at 810 Oak Lane, Rio Linda, CA 95673.

1060.3.2 If the citizen registering the complaint is not satisfied with the disposition of the complaint by the Division Supervisor; it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager's decision shall be memorialized in writing with a copy being provided to the plaintiff.

1060.3.3 If the citizen filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The citizen must also complete the "Agenda Item Request Form" when asking to be placed on the agenda. The Board may consider the matter at the next available Board meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the plaintiff being provided a copy.

1060.4 This policy in no way prohibits or is intended to deter a member of the community or staff from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.



**RIO LINDA ELVERTA
RECREATION AND
PARK DISTRICT**

AGENDA ITEM REQUEST FORM

Date: _____

Name: _____

Policy 1060 Guidelines

If the citizen filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the District Administrator's decision. The citizen must also complete the "Agenda Item Request Form" when asking to be placed on the agenda. The Board may consider the matter at the next available Board meeting, or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the plaintiff being provided a copy.

Agenda Item Request:

Board Approval

Date of Approval

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Contributions and Donation of Park Amenities
POLICY NUMBER: 1070

1070.1 Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The District will provide a receipt for said donation and include the District's tax identification number thereon.

1070.2 Donations must be clearly marked as such.

1070.3 By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

1070.4 The District shall be open to allowing memorial amenities to be placed within the Parks for community members. These may be purchased by the immediate family or community organizations servicing the Rio Linda Elverta Community. If a particular amenity shall cost more than \$10,000.00 then it will be brought before the District Board of Directors for approval. All amenities and site work shall be paid for by the immediate family or community organization requesting the amenity.

1070.4.1 Amenities shall be limited to park benches, picnic tables, or trees. The immediate family or community organization may pick the park where they want the amenity placed. The actual placement location will be finalized by the Park Planning Committee.

1070.4.2 The General Manager will have the final say as to whether a memorial amenity may be placed in a District park.

1070.4.3 Families/Community Groups will be given the option of the type of amenity to be placed (park bench, picnic table, tree). The mode and type will be determined by District Staff so that the amenity remains consistent with what is already within the park.

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Retail Vendor Policy
POLICY NUMBER: 1080

1080.1 The Board of Directors of the Rio Linda Elverta Recreation and Park District authorizes retail vending in its parks under the specific guidelines herein described. The goal of this policy is to provide a positive experience for the park visitors and approval is subject to specific restrictions inherent to each park.

1080.1.1 The program is restricted to vendors who provide retail food, beverages, and other services to visitors at district parks.

1080.1.2 Vending Services must be self-contained as utilities will not be provided.

1080.1.3 The sale of alcoholic beverages, tobacco products, jewelry, chewing gum and other products not approved by the terms of this policy unless they are specifically approved by the Board of Directors.

1080.1.4 There is no guarantee that all vendors who apply will be approved.

1080.1.5 Rio Linda Elverta Recreation and Park District complies with all federal, state, and local laws. Therefore, vendors must demonstrate compliance with such requirements – generally imposed at the state and local level-for any and all required permits, licenses, and approvals.

1080.1.5.1 California Sellers Permit: Vendors are required to register with the California Board of Equalization (BOE). When a vendor registers, BOE will issue a seller's permit.

1080.1.5.2 Food Safety Certification: Applies to vendors serving non-wrapped foods. Being "Food Safety Certified" ("ServSafe") means the vendor possesses a valid certificate in food safety that confirms the individual was trained about the causes of food-borne illness, its prevention and passed an approved examination.

1080.1.5.3 The District requires that all food vendors possess a Department of Environmental Health Management permit and all State and County Permits to sell food.

1080.1.5.4 Business License: All businesses operating in the County of Sacramento must possess a Fictitious Business Name Statement from the County Department of Finance.

1080.1.5.5 Worker's Compensation: is required for all vendors who have employees, and a certificate of insurance showing evidence of current coverage if necessary. If a vendor has no employees and only uses owner(s), independent contractors, partners, or immediate family to staff the vendor's business operation, an affidavit must be executed with the District where vendor certifies that they are exempt for securing Workers Compensation Insurance.

1080.1.6 Relationship between vendor and District: If an applicant is approved, the following is required before a vendor may start operations:

1080.1.6.1 An agreement must be executed by the district and the vendor.

1080.1.6.2 A vendor permit must be issued by the district, and it must be displayed whenever the vendor is in operation.

1080.1.6.3 The vendor must agree that any permit issued by Rio Linda Elverta is non-transferable, temporary, does not result in the vendor vesting any right to operate on district property except as permitted in the permit agreement, and that a permit shall not be interpreted as creating any partnership, joint venture, or agency relationship between the district and the vendor.

1080.1.6.4 If applicant is approved, the vendor must agree not to violate any local, state, or Federal laws or regulations prohibiting discrimination in employment practices or business operations.

1080.1.6.6 A vendor has an understanding with the district that prohibits the vendor from soliciting the sale of product during a **District Sponsored Event** without written advanced approval. The vendor may be permitted to sell product in a designated area of the park, if prior written approval is received.

1080.1.6.7 Any vending License issued will not convey exclusive rights to the permittee for products, merchandise, services or location unless expressly stated on the issued permit.

1080.1.6.8 Violators of this policy will be cited according to Sacramento County Code (SCC #9.36.053), which prohibits the sale of items to the public within the boundaries of the park.

1080.2 APPLICATION FORM

This application is neither an offer of space, nor a guarantee of space. Further, Rio Linda Elverta Recreation and Park District (RLERPD) reserves the right to refuse to process any application that is determined to be incomplete. Submission of an application does not obligate RLERPD to issue a vending license, and RLERPD will not pay any type of commission, nor will it compensate applicants for any costs incurred to prepare an application.

Name of Applicant: _____

Business Name ("DBA") _____

My business is: Sole Proprietorship Partnership Home-based business

Non-profit corporation For Profit Corporation or LLC (Corp name): _____

Foreign Corporation that can legally operate in California
(Incorporated in _____).

Authorized representative name and contact information

Name _____ Email Address _____

Address _____ Daytime phone #: _____

CA Seller's Permit #: _____ Federal Tax ID #: _____

Health Permit #: _____ Worker's Comp Carrier _____

Insurance Carrier _____ Policy #: _____

1080.3 SUMMARIZE PROPOSED ACTIVITIES

Identify and describe the type of retail activity in which you propose to engage. Be as specific as possible.

Food/Beverages:

Include or attach a proposed menu and drink size. Please identify all prices!

Note: Vendors must present evidence of current Sacramento County health department permit(s) that authorizes the proposed equipment and the sale of all proposed items.

Note: Vendor licenses will prohibit the sale of alcoholic beverages, tobacco products or chewing gum.

Note: District parks where electrical outlets are available vendors understand that a fee of \$10.00 an hour will be assessed.

Note: Vending allowed by permit only.

1080.4 Applicant Signature and Consent

The signature(s) below attest to applicant(s) having thoroughly reviewed and understood this application information; having researched all requirements; having provided complete and accurate background checks as authorized by law, you confirm your understanding that the Rio Linda Elverta Recreation and Park District will perform background checks as authorized by law, after all necessary fees are received in advance. Please sign and date below before submitting to RLERPD with the non-refundable application fee of \$100 – Checks payable to RLERPD.

Thank you,

Printed Name

Printed Name

Signature

Signature

Date

Date

1080.5 Personal Disclosure Statement for Background Check

If more than one background check will be required because of a number of employees, make photocopies and attach. Use additional sheets of paper to fully respond to questions asked. Note: Each additional background check is \$50 payable to RLERPD.

Respond to the following questions:

1. If requested, would you be able to provide documentation demonstrating that you are legally entitled to work in the United States?

Yes _____ No _____

2. Has your driver's license (issued by CA or elsewhere) ever been revoked or suspended?

Yes _____ No _____

If yes, please explain: _____

3. Has any permit or license previously granted to you ever been revoked or denied?

Yes _____ No _____

If yes, please explain. Use additional paper to describe type of permit/license, issuing jurisdiction and circumstances that resulted in revocation or denial.

Rio Linda Elverta Recreation and Park District

Vendor Permit

_____ Good From: _____ to: _____
Signature

Rio Linda Elverta Recreation and Park District

Vendor Permit

_____ Good From: _____ to: _____
Signature

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Relations

POLICY NUMBER: 1090

1090.1 Public Relations is the function of communicating the District's policies and procedures to the public in order to gain the citizen's support and involvement with public recreation and parks as presented by the Rio Linda Elverta Recreation and Park District.

1090.2 Goals of Public Relations

1090.2.1 To maximize citizen understanding and awareness of the philosophy of recreation, both organized and unorganized, and its importance in people's lives, with special emphasis on the philosophy and goals of Rio Linda Elverta Recreation and Park District.

1090.2.2 To encourage citizen participation and support of the activities and programs sponsored by the District.

1090.2.3 To keep the public informed of the events, activities, and programs sponsored by the District.

1090.2.4 To keep the District Board and Staff informed of public desires and/or needs pertinent to park and recreation program users.

1090.2.5 To convey, interpret and advocate District policies and procedures to the public.

1090.2.6 To inform and instruct the public concerning park philosophy in general, with special emphasis on Rio Linda Elverta Recreation and Park District.

1090.3 Public Relations Responsibilities

1090.3.1 Each and every individual connected either directly or indirectly with the professional functioning of the District is responsible for carrying out Public Relations with residents and non-residents alike. All actions and services performed by District employees are part of public relations. All volunteers, part-time and full-time employees are responsible for representing the District in a manner that is polite, courteous and competent at all times.

1090.4 Community Groups/Organizations

1090.4.1 It shall be the policy of the District to encourage participation by all employees in Community Service organizations. (Examples would be Rotary Club, Kiwanis Club, Lions or other organization).

1090.4.2 The Board of Directors will have the authority to provide reimbursement of the membership fees if deemed appropriate.

1090.4.3 Fee paid will be limited to membership fees and not meals or other related items.

1090.4.4 Those staff members that have membership fees reimbursed shall provide monthly reports to the Administrator identifying programs, projects or other issues that have mutual benefits for both the District and service club.

1090.5 Media Relations: News releases other than routine program announcements deemed worthy of public information may be written by a District employee and must be approved by the General Manager or Supervisory Authority and processed as such for public dissemination.

1090.6 Contacts by the Media: Contracts by the press, radio or television station should be handled as follows:

1090.6.1 If a specific incident has occurred for which information is sought, answer with facts only. Do not engage in conjecture or offer personal opinion. Immediately following any media contact, notify the General Manager.

1090.6.2 Any inquiries concerning policies or procedures must be directed to the District Administrator.

1090.6.3 Inquiries about incidents that by their nature (e.g. accidents) imply potential liability or lawsuits must be referred to the General Manager.

1090.7 General Manager's Responsibilities

1090.7.1 The implementation of this section as adopted by the Board

1090.7.2 The formation and development of a comprehensive District Public Relations Program. This responsibility may be delegated to an appropriate employee. This program will include;

1090.7.2.1 An in-service training session for full-time and part-time employees on the importance of Public Relations

1090.7.2.2 The proper procedures for handling complaints.

1090.7.2.3 The importance of courtesy when dealing with the public.

1090.7.2.4 Other procedures and topics concerning the operation of the District deemed beneficial to Public Relations.

1090.8 Public Relations is Delegated to the Division Heads

1090.8.1 Recreation Division Responsibilities: Effective Public Relations should be built on a solid base of quality programs. Quality programs should be responsive to the desires of District residents. All recreation programs involving children less than twelve (12) years of age will have a published beginning and ending time which will be adhered to Program brochures, flyers, web site and social media representations of the District and programs will be professional, accurate and positive.

1090.8.2 Park Division Responsibilities: Clean and well-kept parks, landscapes and facilities and factors that influence effective facilities; therefore, our area and facilities should be properly maintained in a clean, safe and sanitary condition at all times.

1090.8.3 Administrative Division Responsibilities: Establishment of office procedures, e.g., how to answer the phone properly to enhance and to promote favorable rapport with the public. Facilitate the distribution of information to the public ensuring that all forms are user friendly and the information is up to date. Prompt courteous service at the registration counter.

1090.9 Written Communication

1090.9.1 All correspondence addressed to individuals or organizations outside the District will be typed with an original on the District's printed stationery with a minimum of one copy, which will be placed in the central file. Other copies may be made for other interested staff upon request.

1090.9.2 Official correspondence (District Letterhead) directed to outside the District which requests or commits manpower or resources, is negative or critical, or recommends an action must be approved by the General Manager.

1090.9.3 Personal correspondence directed outside the District may not include official District job titles.

1090.9.4 No one Board member or employee can communicate for the entire Board of Directors without Board approval.

1090.9.5 Internal (inter-office) written communication shall take whatever form as may be appropriate.

1090.10 Oral Communications

1090.10.1 District employees will handle all telephone, e-mail, and person to person communications in a positive and courteous manner.