

SECTION 1000 - GENERAL

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Fulton-El Camino Recreation & 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 Fulton-El Camino Recreation & 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 Fulton-El Camino RPD, 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 & Park District.

Fulton-El Camino Recreation & 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(ies) shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

Fulton-El Camino Recreation & 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 Regs. §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 the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it 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, constitute the conflict of interest code of the Fulton-El Camino Recreation & Park District.

1020.2 Designated employees shall file statements of economic interests with the Clerk of the County of Sacramento County

Fulton-El Camino Recreation & 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	Coordination
Personnel	Employee benefits, Payroll
Elections	District Board of Directors

1025.2 ELECTION OF THE 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:

1. The Public Resources Code Sec. 5783.3, 5783.6
2. The Government Code Sec. 58000 and following sections
3. The Uniform District Election Law

1025.3 Policy Determination

Policy determination is the responsibility of the Board of Directors.

1025.4 Policy Execution and Administration

Policy execution and administration are the responsibility of the General Manager and the supervisory authority under the General Manager's direction.

1025.5 Office

Office and records of the Board of Directors are to be located in the Howe Community Center, Howe Park, 2201 Cottage Way, Sacramento, California.

1025.6 Office Hours

Office hours shall be from 8:00 a.m. to 5:00 p.m., Monday through Friday with the exceptions of holidays and as the General Manager deems necessary.

Fulton-El Camino Recreation & 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 a District policy, state, or federal statute of 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 The individual with a complaint shall first discuss the matter with the Office Manager or Supervisory Authority.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by the Office Manager or the Supervisory Authority, it shall be forwarded to the Superintendent, Assistant General Manager, or 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 or Supervisory Authority, 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.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member 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.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Legal Matters
POLICY NUMBER: 1035

1035.1 As an Independent Special District, the Fulton-El Camino Recreation & Park District utilizes legal council 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 Council will only respond to inquiries as authorized in 1035.2.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Claims against the District
POLICY NUMBER: 1040

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.

1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations – trimming or felling 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.

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.

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

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

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:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;

- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,
- (e) Cost of material for the repairs will not exceed \$500.

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*].

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 Claims 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.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Claims 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.

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.

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.

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.

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

1040.2 Property (Vehicles and Unsecured Property) Damage Claims

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.

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

1040.3 Property Damage Claims On District Form

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.

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 Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and post office address of the claimant.
- (b) The post office address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) 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.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) 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.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, 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.

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.

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.

PUBLIC RECORDS ACT REQUEST FORM (Policy 1055)

The State of California Public Records Act was passed to guarantee the public's right to access information in possession of Public Agencies within the State. It stipulates that public records are to be open to inspection at all times during the office hours of the Agency. The Fulton-El Camino Recreation and Park District shall adhere to the laws set forth by the California Public Records Act (Government Code Sections 6250 – 6276.48) as currently in law and also to any future amendments to the law.

To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible and identify specifically the records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the Fulton-El Camino Recreation & Park District. District staff is available to assist you in identifying the records in the control of the District based on your description. The District is not required by law to create a new record or list from an existing record.

Please note that if you are requesting the opportunity to inspect records stored at this office, the District must be given time to locate and review documents that are responsive to your request in order to comply with the provisions of the Public Records Act. You may, therefore, be requested to make an appointment to return at a later date to view the documents. You will be charged the direct cost of duplication for any documents for which copies are provided. Documents will not be copied until payment has been received. Please carefully read the back of this form for information on copying costs and other pertinent information.

REQUESTER INFORMATION (OPTIONAL)

Name: _____ Date: _____

Organization/Company: _____

Mailing Address: _____ City, State, Zip Code: _____

Phone number: _____ Fax number: _____

Email address: _____

Preferred method of contact in the event of questions: _____

REQUESTED RECORDS

Time period covering documents requested: _____

I wish to inspect the requested records, where applicable, and do not want copies produced at this time.

I would like copies of the requested records and I understand that I will be contacted with a count of the number of pages to be copied and their cost prior to copying. I understand and agree that I will be required to make payment for the copying costs prior to the documents requested being copied.

Signature of Requester

It is the policy of the Fulton-El Camino Recreation & Park District that public records are open to inspection at all times during the District office hours, Monday through Friday, 8 a.m. to 5 p.m. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law. It is also the policy of the Fulton-El Camino Recreation & Park District that except for public records exempt from disclosure by express provisions of law, a request for a copy of reasonably-described identifiable records shall be made available with minimal delay to the requesting party. An exact copy shall be provided unless impracticable to do so.

Requests must be for records in the possession of, prepared, owned, used or retained by the District (Gov. Code Sec. 6252(e)) and requests must be for clearly identifiable records. If necessary, District staff will assist the requesting party in making a request that describes reasonably identifiable records (Gov. Code Sec. 6253.1). Copies will not be provided if disclosure is exempt in accordance with state law or would constitute an unreasonable burden on the operation of the District.

You will be notified by mail within ten (10) days:

- Whether the District requires an extension of time to determine whether it has records responsive to your request
- Whether the District has records responsive to your request
- Whether the District has records responsive to your request but which are exempt from disclosure and the reasons for exemption
- Whether the District has records responsive to your request and the page count and cost of copying the records
- Based on the page count, the time required to copy the documents requested. Copying of documents responsive to your request will be completed as soon as possible.

If your request is to review documents rather than receive copies, the District will make an appointment at the time of presentation of your request for a future date reasonable to allow the District time to gather the documents and review them for compliance with the provisions of the Public Records Act.

The charge for copies of any specifically described and identified public records not exempt from disclosure is \$.10 per page for copied documents. Paper copies generated from computer database programs, diskette or microfiche are \$.10 per page. Copied hearing CDs or audio tapes are One Dollar (\$1.00) each. Records stored by the District in electronic format will be provided in the same electronic format when requested by any person. Direct costs incurred by the District in providing certain electronic data, including direct costs of redacting confidential information or information not otherwise subject to disclosure, shall be paid by the recipient. The District is not required to produce records in an electronic format when the requested records are not available in electronic format at the time of the request.

The Public Records unit in the District office will provide an invoice for charges due. These charges are due and payable upon receipt of the invoice. Upon remittance of the invoice amount, the records requested will be copied and sent to the Requester.

For further clarification, please refer to the California Public Records Act (California Gov. Code Sec. 6250 et seq.) and the District's website fecrecparcs.com.

Fulton-El Camino Recreation & 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.

Fulton-El Camino Recreation & Park District

POLICY and PROCEDURE MANUAL

POLICY TITLE: Public Records Requests

POLICY NUMBER: 1055

1055.1 The State of California passed The California Public Records Act guaranteeing the public's right to access information in possession of Public Agencies within the State.

1055.2 The Fulton-El Camino Recreation and Park District shall adhere to the current statutes and all future amendments to The California Public Records Act as set forth in Government Code Sections 6250 – 6276.48.

1055.3 The Fulton-El Camino Recreation and Park District shall establish a written procedure for Public Records requests which will be a part of the appendices of this Policy Manual, updated as needed in the event of any changes in the Public Records Act.

Fulton-El Camino Recreation & 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 a District policy, state or federal statute by which the individual has been adversely affected.
- 1060.2** The Board of Directors of the Fulton-El Camino Recreation & 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** The citizen with a complaint shall first discuss the matter with the appropriate Division Manager with the objective of resolving the matter informally.
- 1060.3.2** If the citizen registering the complaint is not satisfied with the disposition of the complaint by the Division Manager, 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.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Public Contributions

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 Superintendent of Administration 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.

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Retail Vendor Policy

POLICY NUMBER: 1080

1080.1 The Board of Directors of the Fulton-El Camino Recreation & 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 to district parks.

1080.1.2 Vending Services need to 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 are prohibited by the terms of this policy unless specifically allowed by the Board of Directors.

1080.1.4 The sale of all items must be approved in advance by the district. There is no guarantee of approval of every vendor who applies.

1080.1.5 Fulton-El Camino Recreation & 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. They are:

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. A seller's permit is a state license that allows vendors to sell items. Vendors are then required to file periodic sales and use tax returns with the Board, and pay any sales or use tax due on the sales and purchases.

1080.1.5.2 Health Permits: Vendors selling food products are required to possess a permit issued by the Environmental Health Division (EHD) of Sacramento County.

1080.1.5.3 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.

1080.1.5.4 Business License: All businesses operating in the County of Sacramento must possess a Fictitious Business Name Statement from the County Department of Finance. The Fictitious business name is to avoid duplication of business names within the county.

1080.1.5.5 The District and County of Sacramento consider mobile food vendors to be “temporary concessions.”

1080.1.5.6 insurance: Vendors are required to carry commercial liability insurance of \$1 million.

1080.1.5.7 Workers Compensation: 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 from securing Workers Compensation Insurance.

1080.6.0 Relationship between vendor and Fulton-El Camino: If an applicant is approved, the following is required before a vendor may start operations:

1080.6.1 A license agreement must be executed by the district and the vendor.

1080.6.2 A vendor certificate must be issued by the district, and it must be displayed whenever the vendor is in operation.

1080.6.3 The vendor must agree that any license issued by Fulton-El Camino is non-transferable, temporary, does not result in the vendor vesting any rights to operated on district property except as permitted in the license agreement, and that a license shall not be interpreted as creating any partnership, joint venture, or agency relationship between the district and the vendor.

1080.6.4 The licensees must agree that, license may not be assigned to any third party.

1080.6.5 If applicant is approved, the vendor must agree not to violate local, state, or Federal laws or regulations prohibiting discrimination in employment practices or business operations.

1080.6.6 Vendor has an understanding with the district that prohibits the vendor from soliciting the sale of product during a district sponsored or co-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.

1080.6.7 Any vending License issued will not convey exclusive rights to the licensee for products, merchandise, services or location unless expressly stated on the issued permit.

1080.6.8 Non-profit, community organizations, and businesses may be permitted to sell food and approved products on a one (1) time basis with the approval of District management. A permit and fee waiver for an event in one of the parks will be issued.

1010.6.9 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.

1080.10 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: Vendor licenses will prohibit the sale of any beverages in glass containers.

Note: Vendor is prohibited from selling items with plastic wrappers or wrapped straws as they are dangerous to the wildlife in the park.

Note: Vendors understand that electrical outlets are not available for use in the park.

Note: Vending allowed by permit only.

1080.11 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 Fulton-EI Camino Recreation & 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 FEC with the non-refundable application fee of \$100 – Checks payable to FEC.

Thank – you

Printed Name

Printed Name

Signature

Signature

Date

Date

1080.12 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 FEC.

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.

Fulton-El Camino Recreation & 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 Fulton-El Camino Recreation & 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 Fulton-El Camino Recreation & 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 Fulton-El Camino's philosophy of parks.

1090.2.6 To explain and facilitate the proper use of parks to the public.

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

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).

1090.4.1 The Board of Directors will have the authority to provide reimbursement of the membership

fees if deemed appropriate.

1090.4.2 Fee paid will be limited to membership fees and not meals or other related items.

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

Contacts 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 General Manager.

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

The General Manager is responsible for:

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

1090.7.3 Public relations is delegated to the department heads as follows:

1090.7.3.1 Recreation Department 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.

1090.7.3.2 Park Department Responsibilities

Clean and well-kept parks, landscapes and facilities and factors that influence effective Public Relations. Many people are first introduced to the District through our parks and facilities; therefore, our area and facilities should be properly maintained in a clean, safe and sanitary condition at all times.

1090.7.3.3 Administrative Department 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.

1090.7.3.4 Park Police Department Responsibilities

Positive interpretation of the districts rules and regulations as well as courteous enforcement of all existing laws and regulations as they pertain to ensuring the peaceful enjoyment of the District's parks and facilities. Act as the District's liaison to law enforcement agencies, community groups and the general public with regards to public safety.

1090.11 Written Communication

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.

1090.11.1 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

1090.11.2 Personal correspondence directed outside the District may not include official District job titles

1090.11.3 No one Board member or employee can communicate for the entire Board of Directors without Board approval

1090.11.4 Internal (inter-office) written communication shall take whatever form as may be appropriate.

1090.12 Oral Communications

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

Fulton-El Camino Recreation & Park District

POLICY & PROCEDURE MANUAL

POLICY TITLE: Signage and Advertising in District Parks
POLICY NUMBER: 1095

1095.1 It is the intent of the Board of Directors of the Fulton-El Camino Recreation & Park District to ensure the First Amendment Right to free speech in all of our parks and facilities.

1095.2 Permitted signage and advertising:
a. Persons carrying signs or banners
b. District Sponsored advertising
c. Signage related to facility rentals

1095.3 Prohibited signage and advertising
a. Signs attached to District property without written permission from the District
b. Fliers or leaflets placed on vehicles in the parks